

APPLICATION FOR EMPLOYMENT
Evangelical Lutheran Church of Mt. Horeb
315 East Main Street
Mt. Horeb, Wisconsin 53572
608-437-5012

Name: _____

Address: _____ City, State, Zip: _____

Position Desired: _____ Wage/Salary Desired: _____

Available: ___ full-time ___ part-time ___ temporary Are you under 18 years of age? Yes ___ No ___
 Are you on layoff, subject to recall? Yes ___ No ___ Are you willing to work overtime? Yes ___ No ___

GENERAL INFORMATION:

How were you referred to or how did you hear about this opportunity? _____

Have you ever been convicted of a felony or misdemeanor (record of conviction does not disqualify the applicant from consideration)? Yes / No If yes, please explain: _____

Are you currently subject to a pending criminal charge? Yes / No If yes, provide further information as to the charge(s), date of alleged offense, location of court, and so forth. (ELC will consider a pending criminal charge only as it may substantially relate to the job you seek.) _____

Are you authorized to work in the United States? Yes ___ No ___

If not a U.S. citizen, current Visa status: _____

EDUCATION:

School Name and Address	Dates Attended		Graduate?	Graduation	Degree/Major
	From	To	Yes / No	Mo./Yr.	

High School					
Technical/Junior College					
College/University					
College/University					
Other formal training/skills					

NAME: _____ Telephone No. _____

EMPLOYMENT HISTORY: (Note: Start with current or last employer)

Employer's Name and Address _____ _____	Supervisor's Name & Title Ph. # _____ _____
Job Title with Responsibilities and Duties _____ _____	Employment Dates from _____ to _____ Starting Wage: _____ Ending Wage _____ Reason for Leaving: _____ _____

Employer's Name and Address _____ _____	Supervisor's Name & Title Ph. # _____ _____
Job Title with Responsibilities and Duties _____ _____	Employment Dates from _____ to _____ Starting Wage: _____ Ending Wage _____ Reason for Leaving: _____ _____

Employer's Name and Address _____ _____	Supervisor's Name & Title Ph. # _____ _____
Job Title with Responsibilities and Duties _____ _____	Employment Dates from _____ to _____ Starting Wage: _____ Ending Wage _____ Reason for Leaving: _____ _____

LICENSES AND CERTIFICATES:

1. _____ Issued by _____ Date earned _____
2. _____ Issued by _____ Date earned _____
3. _____ Issued by _____ Date earned _____

SPECIAL TRAINING/TALENTS: _____

WORK RELATED REFERENCES: (List people in a position to evaluate your work performance)

1. Name: _____ Title: _____ Company: _____ Work phone: _____ Home phone: _____
2. Name: _____ Title: _____ Company: _____ Work phone: _____ Home phone: _____
3. Name: _____ Title: _____ Company: _____ Work phone: _____ Home phone: _____

PERSONAL REFERENCES:

(List people—friends, family, neighbors, co-workers—who know you well enough to share insights)

1. Name: _____ Relationship: _____ Home phone: _____ Work phone (if applicable): _____
2. Name: _____ Relationship: _____ Home phone: _____ Work phone (if applicable): _____
3. Name: _____ Relationship: _____ Home phone: _____ Work phone (if applicable): _____

AUTHORIZATION:

I hereby give Evangelical Lutheran Church of Mt. Horeb, Inc. (hereinafter referred to as “the congregation”) the right to investigate my past employment, education, and activities. I hereby release and will hold harmless all of those persons, companies, corporations, and academic institutions for any and all liability arising from their giving or receiving information about my past employment, education, and activities. I understand that any false answers or misstatements or implications by me in this application or other required documents shall be considered sufficient reason for rejection of my application, denial of employment, or discharge.

Additionally, I understand that nothing contained in this employment application, the granting of an interview, the congregation’s policy statements, personnel guidelines or handbooks, or in my communications with any of the congregation officers, members, or staff is intended to create a contract between Evangelical Lutheran Church of Mt. Horeb and myself for employment. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the congregation unless made in writing by authorized representatives for the congregation. If an employment relationship is established, I understand that such relationship is of an “at will” nature, which means I have the right to terminate my employment anytime and that the congregation retains a similar right.

I hereby acknowledge that I have read (or have had read to me) and understand this authorization, release, and certification. I understand that ELC is a drug free work environment and offers of employment are contingent upon passing a pre-employment drug test.

Signature _____ Date _____