

# ZION LUTHERAN CHURCH

## APPLICATION FOR EMPLOYMENT

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All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/ morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. **(PLEASE PRINT)**

Position(s) Applied for		Date of Application	
Print Name (Last, First, & Middle)			
Street Address		City	State
Main Phone Number	Alternate Phone Number	Email	

### Employment Experience

Please list the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give firm name and supply business references. Add additional page if necessary.

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed	
	From	To
Job Title and Duties	Reason for leaving	

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Street Address		
Phone Number	Dates Employed	
	From	To
Job Title and Duties	Reason for leaving	

Have you ever been involuntarily terminated or asked to resign from any job?.....  Yes     No  
 If yes please explain:

Please explain any other gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment:

**Education**

Please describe your educational background:

	School Name	Years Completed	Diploma/Degree (YES/NO)	Area of Study/Major	Specialized Training, Skills or Extra-Curricular Activities
High School					
College/University					
Graduate/Professional School					
Trade School					
Other					

**References**

Please list three references of individuals who are **NOT** related to you.

Name and Title	Relationship	Phone Number or Email

**General Information**

1. Have you ever used another name?.....  Yes  No
2. Is any additional information relative to name changes, use of assumed name or nickname necessary to enable a check on your work and educational record?.....  Yes  No
  - If yes to either of the above, please explain: \_\_\_\_\_
3. On what date are you available to begin work? \_\_\_\_\_
4. I am available to work.....  Full-Time  Part-Time  Shift Work  Temporary
5. Days / hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

6. If hired, would you have reliable means of transportation to and from work?.....  Yes  No
7. Are you at least 18 years old?.....  Yes  No
  - Note: If under 18, hire is subject to verification.
8. If hired, can you present evidence of your identity and legal right to work in this country?  Yes  No
9. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?.....  Yes  No
  - Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/ employees to perform essential job functions.

## **Applicant Statement and Agreement**

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

\_\_\_\_\_ I hereby authorize Zion Lutheran Church to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to Zion Lutheran Church any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Zion Lutheran Church, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ In the event of my employment with Zion Lutheran Church, I understand that I am required to comply with all policies and procedures of Zion Lutheran Church.

\_\_\_\_\_ If hired, I understand and agree that my employment with Zion Lutheran Church is at-will, and that neither I, nor Zion Lutheran Church is required to continue the employment relationship for any specific term. I further understand that Zion Lutheran Church or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

\_\_\_\_\_ I understand that the safety of employees is extremely important to Zion Lutheran Church and that Zion Lutheran Church is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my supervisor. I understand and agree to comply with federal, state and local regulations related to on-the-job safety and health.

\_\_\_\_\_ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that the federal immigration laws require me to complete an I-9 form in this regard.

\_\_\_\_\_ I understand that if any term, provision, or portion of the Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforced.

\_\_\_\_\_ I understand that if I am selected for hire, I will be required to submit a "fit to work" statement from my primary care physician.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to authorize a criminal background screening to determine suitability for the position.

**MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS.**

**Signature:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_