

American Lutheran Church
906 Prospect Ave.
Windom, MN 56101
507-831-1794

Application for Employment

Name in full _____

Address _____

City _____ State _____ Zip _____ Telephone # _____

E-Mail Address _____

POSITION

Position for which you are applying _____

EDUCATION - EXPERIENCE

Name & Place

Degree

High School _____

College/Univ _____

Major/Minor _____

EXPERIENCE: List complete employment history. Please furnish information in sufficient detail to enable the Church to determine your qualifications for the position(s) available. Start with your PRESENT POSITION, if any, and work back. If you were employed under a name other than the one used on this application, please indicate it under "OTHER NAME".

Are you presently employed? _____ May inquiry be made of your present employer? _____

A. Dates of Employment _____

Name and address of employer _____

Telephone _____

Name and position of immediate supervisor _____

Title of your position _____

Description of your work _____

Reason for leaving _____ Other name _____

B. Dates of Employment _____

Name and address of employer _____

Telephone _____

Name and position of immediate supervisor _____

Title of your position _____

Description of your work _____

Reason for leaving _____ Other name _____

C. Dates of Employment _____

Name and address of employer _____

Telephone _____

Name and position of immediate supervisor _____

Title of your position _____

Description of your work _____

Reason for leaving _____ Other name _____

WHY ARE YOU INTERESTED IN THIS POSITION?

CHARACTER/PROFESSIONAL REFERENCES

Name

Address

Phone

Have you been terminated from employment or resigned by request of the employer or by mutual consent for cause of alleged misconduct, alleged unsatisfactory performance, or alleged improper or illegal acts? _____

If yes, explain _____

Church policy dictates that an offer of employment may be subject to a background check as described in the Minnesota Child Protection Background Check Act (MS 299C.60 to 299C.64 or MS 123B.03) or other background checks as allowed by law. The offer of employment shall be conditioned upon a determination by the Church that an applicant's criminal history does not preclude the applicant from employment with the church. If an applicant has resided in a state other than Minnesota, he/she will also be requested to consent to a Federal Bureau of Investigation (FBI) background check. The applicant will be responsible for the cost of the background check with payment by cashier's check or money order payable to the "American Lutheran Church".

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the Church.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the Church Council and that until such approval that the Church shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application I hereby authorize any and all current and former employers, organizations where I have volunteered ("volunteer organizations") and references named in this application, or any agent of such a former employer or volunteer organizations, to release to the Church and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the Church will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below.

I hereby release the Church and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said Church, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date _____ Signature _____
(Do Not Print)

EQUAL OPPORTUNITY EMPLOYER

05/2014