



Shepherd of the Prairie Lutheran Church

Employment Application

Shepherd of the Prairie Lutheran Church is an equal employment opportunity employer. Our policy is not to discriminate against any applicant or employee based on race, color, sex, religion, national origin, age (40 and over), disability, military status, genetic information or any other basis protected by applicable federal, state, or local laws. Shepherd of the Prairie Lutheran Church also prohibits harassment of applicants or employees based on any of these protected categories. It is also our policy to comply with all applicable federal, state and local laws respecting consideration of unemployment status in making hiring decisions. If you require any assistance or reasonable accommodation as a result of any disability to complete this employment application or throughout the hiring process, please contact

[contact information or position]

Applicant Information

Please complete all requested information. Use ink and print.

Position Applying For: _____ Date Available to Work: _____ Desired Salary: \$ _____

Full Name: _____ Date of Birth: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Phone: _____ Best Contact Time: _____ Email: _____

Have you ever used any other names(s) which is (are) necessary for us to know in order for us to verify your employment or educational record? YES NO

If yes, please provide other names: _____

Driver's License Number: _____ Issuing State: _____ Expiration Date: _____

Have you ever worked for Shepherd of the Prairie Church? YES NO

If yes, please explain when and in what capacity: _____

Do you have any relatives or friends now employed at Shepherd of the Prairie Church? YES NO

If yes, please state their name(s) _____

How did you learn about the position? _____

Permission to Work

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status)? YES NO

Work Experience

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

YES

NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

YES

NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

YES

NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

YES

NO

May we contact your previous supervisor for a reference?

Please explain any gaps in your employment (Shepherd of the Prairie Church complies with all laws respecting discrimination based on unemployment status; periods of unemployment alone will not result in a decision not to hire you):

Education

Please include name, street, city, state and zip code for each school.

School	Name and Location	Years Completed	Degree	Type of Course/Major
Graduate				
College				
High School				
Business/Trade/Technical				

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

References

Please list three references.

Full Name: _____ Relationship: _____

Email: _____ Phone: _____

Years known: _____

Full Name: _____ Relationship: _____

Email: _____ Phone: _____

Years known: _____

Full Name: _____ Relationship: _____

Email: _____ Phone: _____

Years known: _____

Criminal History

- | | | |
|--|---------------------------------|--------------------------------|
| Have you ever been convicted of a criminal offense? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| Do you currently have any criminal actions pending in which you are the Defendant? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| Are you currently on probation or parole? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |

If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the dates of the offense and the county and state in which it occurred.

Applicant Statement and Acknowledgment

THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED, AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.

- Initial: _____ I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.
- Initial: _____ I recognize that this employment application is not an offer of employment. I agree that if I am hired by Shepherd of the Prairie Lutheran Church, I **will be an at-will employee**, meaning that either the Church or I may end the employment relationship at any time with or without cause or notice.
- Initial: _____ I further understand and agree that, except for my at-will employment status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by Shepherd of the Prairie Lutheran Church.
- Initial: _____ I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement, as a condition of the employment.
- Initial: _____ I understand that Shepherd of the Prairie Lutheran Church may share the information contained in this application with other Church employees for employment and administrative purposes and hereby consent to such transfer.
- Initial: _____ I hereby authorize, to the full extent allowed by law, Shepherd of the Prairie Lutheran Church to contact my references, prior employers and education providers for information concerning me and authorize the references, employers and education providers I have listed and to disclose to the Church information related to me, my employment history and qualifications for the position for which I am applying.
- Initial: _____ I understand and expressly agree that if employed by Shepherd of the Prairie Lutheran Church, storage areas provided for me (locker, desk, etc.) are open to investigation by the Church without prior notice to me.
- Initial: _____ I agree to undergo a pre-employment physical examination consistent with federal and state law.
- Initial: _____ I agree to submit to legally permissible drug testing upon an offer of employment from Shepherd of the Prairie Lutheran Church and prior to starting work. I agree that any offer of employment is contingent upon satisfactorily completing the testing process to the extent legally permissible.
- Initial: _____ If employed, I understand that I must conform to the rules and regulations of Shepherd of the Prairie Lutheran Church.

My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between Shepherd of the Prairie Lutheran Church and me concerning the topics addressed herein and supercedes any prior inconsistent understandings between Shepherd of the Prairie Lutheran Church and me on such issues.

Print Name: _____ Date: _____
 Signature: _____