

FIRST LUTHERAN CHILDREN'S PROGRAMS

Employment Application



Applicant Information

Last Name: _____ First Name: _____ M.I.: _____ Date: _____

Street Address: _____ Apartment/Unit#: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email Address: _____

Date Available: _____ Full/Part Time: _____ Desired Salary: _____

Position Applied For: _____

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

Have you ever worked for this company? Yes ___ No ___ If so, when?

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?

Yes _____ No _____

Education

High School: _____ Address: _____

From: _____ to _____ Did you graduate? Yes ___ No ___ Degree: _____

College: _____ Address: _____

From: _____ to _____ Did you graduate? Yes ___ No ___ Degree: _____

Other: _____ Address: _____

From: _____ to _____ Did you graduate? Yes ___ No ___ Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ to _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes _____ No _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ to _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes _____ No _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ to _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes _____ No _____

Military Service

Branch: _____ From: _____ to _____

Rank at Discharge: _____ Duties and experience: _____

References

Please list three professional references who are not relative and who can attest to your skills and abilities.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a comprehensive background check completed. I understand and agree with the information shown above.

Signature: _____ Date: _____