

APPLICATION FOR EMPLOYMENT

AUGUSTANA LUTHERAN CHURCH, SAINT JAMES, MN

Notice: Augustana Lutheran Church requires that applicants present themselves in person and personally complete and sign at our office the Employer's original employment application form and will not accept photocopied, mailed, faxed, e-mailed or third-party applications or unsolicited employment referrals from any source.

Augustana Lutheran Church is an equal employment opportunity employer and will not discriminate against any applicant or employee on any grounds protected under federal, state, or local statute, ordinance or regulation, including race, color, creed, age, sex, sexual orientation, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), status with regard to public assistance, membership or non-membership in a labor organization, complaining in good faith to the Employer or to a public authority, or any other characteristic protected under federal, state or local statute, ordinance or regulation. None of the questions in this application are intended to elicit information regarding any protected characteristics, nor imply any limitation, illegal preferences or discrimination based upon non-job-related information or protected characteristics.

If you are hired by Augustana Lutheran Church you will be employed on an at-will basis. As an at-will employee, you may terminate your employment at any time, for any reason, with or without cause, notice or prior warning. Similarly, if you are hired, Augustana Lutheran Church will have the right to terminate your employment at any time, for any reason, with or without cause, notice or prior warning or discipline. No Augustana Lutheran Church employee or member has the authority to offer or promise anything other than at-will employment, and no subsequent transfer, promotion or change in your employment will affect your at-will employment status.

Answer ALL Questions Completely - Please Print - Be Sure to Complete ALL Questions!

Positions Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Current Date \_\_\_\_\_
First Middle Last

Have you ever been known by another name or by an alias? [ ] Yes [ ] No If yes, what? \_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Other phone at which you can be reached (present work # if employed) \_\_\_\_\_

If hired, can you furnish proof that you are 18 years of age, or older? [ ] Yes [ ] No If no, explain \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the United States? [ ] Yes [ ] No If no, explain \_\_\_\_\_

Have you applied for work or worked at our Company before? [ ] Yes [ ] No If yes, when, what position, and reason for leaving? \_\_\_\_\_

Are you available to work at any time of the day or week as needed? [ ] Yes [ ] No

If not, please explain limitations \_\_\_\_\_

Date You Can Start \_\_\_\_\_ Desired Wage or Salary \$ \_\_\_\_\_

Have you ever been convicted of a crime? (minor traffic violations may be omitted.) [ ] Yes [ ] No If yes, provide the date, location and circumstances and identify the offense(s) and jurisdiction(s) \_\_\_\_\_

IF YOU WISH TO BE CONSIDERED FOR POSITIONS THAT REQUIRE DRIVING, PLEASE ANSWER THESE QUESTIONS:

Do you have a current, valid and unrestricted driver's license(s)? [ ] Yes [ ] No If yes, what class of license(s) and which state(s)? \_\_\_\_\_

Have you received DWI, DUI or other driving violations within the last two years? [ ] Yes [ ] No If yes, please explain: \_\_\_\_\_

Please provide education information if you wish to be considered now or in the future for a supervisory or office position:

Table with 5 columns: Education, Name and Location of School, No. of Years, Did you Graduate?, Major. Rows include Elementary, High School, College, Trade, Business.

Have you served in the Military? \_\_\_\_\_ If Yes, which Branch and rank and nature of discharge? \_\_\_\_\_

Briefly describe any military duties related to position applied for \_\_\_\_\_

Present Membership in National Guard or Reserves? \_\_\_\_\_

Have you ever worked in a position similar to the one for which you are applying? \_\_\_\_\_

If experienced in using equipment which might be helpful on this job, or if you hold a state journeyman or any relating public or private licenses, certificates or competency cards, please provide details, including issuing authority and any license or other numbers \_\_\_\_\_

Where have you gained this experience? \_\_\_\_\_

Are you acquainted with anyone who is or was employed by our congregation?  Yes  No If yes, who, and how do you know them? \_\_\_\_\_

**WORK HISTORY -- List all employers during last ten years, with present or last employer first. If more space is needed, use additional pages.**

EMPLOYER NAME, ADDRESS & TELEPHONE	POSITION & FINAL PAY RATE	SUPERVISOR'S NAME & TITLE	DATES OF EMPLOYMENT
_____ _____ _____ _____ _____ _____ _____	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____		From: _____ To: _____ Reason for leaving: _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____		From: _____ To: _____ Reason for leaving: _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____		From: _____ To: _____ Reason for leaving: _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____		From: _____ To: _____ Reason for leaving: _____ _____ _____ _____

List all Periods of Unemployment Since You Finished School.	From: _____	To: _____
	From: _____	To: _____
How did you spend this time? (Use an additional page if necessary) _____		
_____		

Have you ever been fired, laid off or asked to resign by an employer?  Yes  No If yes, please explain \_\_\_\_\_

May we contact the employers listed above?  Yes  No If no, please explain \_\_\_\_\_

Are you on layoff status and eligible for recall or eligible for referral for hire by a hiring hall or employment service?  Yes  No

**REFERENCES: Give the names of three persons not related to you, whom you have known at least one year, as references we can contact.**

INDIVIDUAL'S NAME	PHONE	COMPLETE ADDRESS	TYPE OF BUSINESS	YEARS ACQUAINTED
1.				
2.				
3.				

Augustana Lutheran Church requires that its employees be available for work throughout Minnesota and beyond as work requires. Are you prepared to work, including overnight stays on occasion, wherever Augustana Lutheran Church may assign you?

Yes  No If no, please explain \_\_\_\_\_

Do you have a valid drivers license and access to a vehicle on a daily basis?

Yes  No If no, please explain \_\_\_\_\_

Do you plan to work for any other employer or engage in self-employment during your period of employment with Augustana Lutheran Church?

Yes  No If yes, please explain \_\_\_\_\_

Are there any employer policies, requirements or terms or conditions of employment which you are unwilling to accept if you are offered employment?

Yes  No If yes, please explain \_\_\_\_\_

Have you ever worked in our industry at any time not listed above:

Yes  No If yes, give details \_\_\_\_\_

Augustana Lutheran Church has policies on sexual harassment and equal employment opportunity, policies which require employees to perform all assigned work and mandatory overtime, policies requiring wage or salary deduction authorizations by employees for employer property, debts or monies not returned or repaid, an at-will employment policy, solicitation and distribution policies and policies requiring employees to observe all standards of conduct, policies and work rules of Augustana Lutheran Church, and for certain employees, confidentiality requirements. Do you agree, if hired, to comply with these and all other current or subsequently adopted Augustana Lutheran Church policies and requirements?

Yes  No If not, please explain \_\_\_\_\_

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**ACKNOWLEDGMENT: PLEASE READ AND SIGN** (if you agree)

By my signature below, I promise that the information provided in this employment application (and any related information provided by me) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date, no matter how long I have been employed. I agree to immediately notify Augustana Lutheran Church if I should be convicted or plead guilty to any crime while my job application is pending, or during my period of employment if hired by Augustana Lutheran Church.

I authorize Augustana Lutheran Church, (the "Employer") to obtain and/or to provide any and all information and opinions which the Employer elects to obtain, use or provide in connection with my application for employment and/or any employment with the Employer, prior to, during and after my employment. Such information and opinion may be sought from any and all prior employers (except as noted above), schools or other persons or organizations who may have information the Employer deems relevant in connection with my application for employment and during my employment, and may be provided by the Employer in response to any request for information and opinion concerning my employment or my separation from employment with the Employer, to any and all banks or mortgage companies, governmental agencies, insurers, prospective employers or other schools, persons or organizations deemed appropriate for receipt of such information by the Employer. I understand that the Employer may provide any and all information and opinion, which may include, but are not limited to, opinions about my conduct, performance, attendance, or any other aspect of my reputation or character, which may be positive or negative. I agree to hold the Employer (including its principals, employees, agents, consultants, attorneys and insurers) and any such other employer, school, person or organization providing or receiving any such information and opinion, harmless and free of any and all claims or causes of action arising from any such provision or receipt of information and opinion, no matter what its character.

**I UNDERSTAND THAT THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT, IF HIRED, I AM OBLIGED TO COMPLY WITH ANY AND ALL CURRENT AND SUBSEQUENTLY ADOPTED POLICIES OF AUGUSTANA LUTHERAN CHURCH, AND THAT AUGUSTANA LUTHERAN CHURCH DOES NOT OFFER CONTRACTS, PROMISES OR REPRESENTATIONS RELATED TO EMPLOYMENT. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF WAGES OR SALARY, BE TERMINATED AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE, NOTICE, OR PRIOR WARNING OR DISCIPLINE. I UNDERSTAND THAT NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION.**

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_