

SILVERDALE LUTHERAN CHURCH

PERSONNEL MANUAL

Appendix 1: Application for Employment

PLEASE PRINT

Position(s) Applied For	Date of Application		
Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone Number(s)	Social Security Number		

Are you currently employed?

Yes

No

May we contact your present employer?

Yes

No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

Yes

No

PROOF OF AUTHORIZATION TO WORK IN THE UNITED STATES WILL BE REQUIRED UPON EMPLOYMENT.

On what date would you be available for work?

Are you available to work:

Full Time

Part Time

Shift Work

Temporary

Are you currently on "lay-off" status and subject to recall?

Yes

No

Have you been convicted of a felony?

Yes

No

CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.

If yes, please explain:

Education	High School	College / University	Graduate / Professional
School Name and Location			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree			
Describe any specialized training apprenticeships skills and extra-curricular activities:			
Describe any honors you have received:			
State any additional information you feel may be helpful to use in considering your application:			

LIST PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD:

REFERENCES:

Name:	Address:	Phone:

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special job-related skills and qualifications acquired from employment or other experience.

EMPLOYMENT EXPERIENCE:

Start with your present or last job through the last 10 years. Please include any job related volunteer activities.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate / Salary		
		Starting	Final	
Reason for Leaving:				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

APPLICANT' S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby release Silverdale Lutheran Church from any and all liability of whatever kind and nature, which, at any time, could result from obtaining and basing an employment decision on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application may result in disqualification for consideration for employment or, if subsequently employed, grounds for immediate dismissal.

I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment of Silverdale Lutheran Church. However, I further understand that neither the policies, rules, regulations of employment, nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. Such terms will be part of an Employment Agreement.

This application for employment shall be considered active for the period of time that a specific position is open.

I also understand that employment is "at will" and can be terminated at any time by either party for any reason or for no reason.

AGREED TO: _____

Signature

Date