

Advent Lutheran Church

13009 E Broadway Avenue

Spokane Valley, WA 99216

www.AdventLutheranSpokane.org

509-928-7733

Today's Date:

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Last Name _____ First Name _____

Middle Name _____ Suffix _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ E-mail address _____

Mobile Phone _____ Work Phone _____ ext _____

POSITION

Position desired: _____

Other currently posted position(s) to be considered.

Are you legally entitled to work in the United States? Yes No

Are you a member of the ELCA Church Council or a member of a committee of the churchwide organization? Yes No If yes, which one? _____

Have you ever been convicted of a crime? Yes No

If yes, please attach an explanation on a separate sheet including: the specific nature of the offense(s), when, where and disposition. (A conviction record will not necessarily be a bar to employment. Applicants are not required to disclose sealed or expunged records of conviction or arrest. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)

ADDITIONAL INFORMATION

Does any position for which you are applying specify ordained ministry or Lutheran theological background? Yes No
If "YES," fill out the section below.

Congregation of which you are a member: _____

Address _____

City _____

State _____

Zip code _____

Nature of Congregation, Synod or Other Churchwide Participation _____

Advent Lutheran Church is committed to a policy of equal employment opportunity.
This church may determine certain positions require ordained clergy or Lutheran theological background.

EDUCATION

School and Location	Course or Major	Number of Yrs Completed	Degree(s)
High School <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
College or University <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Graduate Study <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Business/ Trade/Tech/ Other Schools <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Other/ Continuing Ed <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Current Licenses and/or Certificates <input style="width: 100%; height: 40px;" type="text"/>			
What languages, other than English, do you speak? <input style="width: 40%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>		
			Roster Status

QUALIFICATIONS

Please use the space below to share with us your qualifications and why you feel those qualifications will enable you to perform the specifics of the position(s) as well as assist the church in carrying out its overall vision.

PROFESSIONAL REFERENCES

List 3 people, preferably past supervisors

Name			Occupation		
<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>		
Business Address			Business Address		
<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>		
City	State	Zip	Telephone Number		
<input style="width:25%;" type="text"/>	<input style="width:10%;" type="text"/>	<input style="width:15%;" type="text"/>	<input style="width:45%;" type="text"/>		

Name			Occupation		
<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>		
Business Address			Business Address		
<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>		
City	State	Zip	Telephone Number		
<input style="width:25%;" type="text"/>	<input style="width:10%;" type="text"/>	<input style="width:15%;" type="text"/>	<input style="width:45%;" type="text"/>		

Name			Occupation		
<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>		
Business Address			Business Address		
<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>		
City	State	Zip	Telephone Number		
<input style="width:25%;" type="text"/>	<input style="width:10%;" type="text"/>	<input style="width:15%;" type="text"/>	<input style="width:45%;" type="text"/>		

EMPLOYMENT HISTORY

Begin with current or most recent employer

1	Employer Name				Supervisor's Name & Title			
	<input style="width:100%;" type="text"/>				<input style="width:100%;" type="text"/>			
	Business Address				Business Address			
<input style="width:100%;" type="text"/>				<input style="width:100%;" type="text"/>				
City	State	Zip	Employer Phone Number					
<input style="width:25%;" type="text"/>	<input style="width:10%;" type="text"/>	<input style="width:15%;" type="text"/>	<input style="width:60%;" type="text"/>					

Dates Employed		Salary		Dollars / Per	Starting Position Title
Fro	<input style="width:50%;" type="text"/>	Starti	<input style="width:50%;" type="text"/>	<input style="width:50%;" type="text"/>	<input style="width:100%;" type="text"/>
T	<input style="width:50%;" type="text"/>	Fina	<input style="width:50%;" type="text"/>	<input style="width:50%;" type="text"/>	Ending Position <input style="width:100%;" type="text"/>

Reason for Leaving	<input style="width:80%;" type="text"/>
Description of Responsibilities	<input style="width:80%;" type="text"/>

May we contact your PRESENT **employer** prior to any employment? Yes No

2	Employer Name	Supervisor's Name & Title
	Business Address	Business Address
	City	State Zip
		Employer Phone Number

Dates Employed		Salary		Dollars / Frequency	Starting Position Title
From		Starting			
To		Final			Ending Position

Reason for Leaving

Description of Responsibilities

3	Employer Name	Supervisor's Name & Title
	Business Address	
	City	State Zip
		Employer Phone Number

Dates Employed		Salary		Dollars / Frequency	Starting Position Title
From		Starting			
To		Final			Ending Position

Reason for Leaving

Description

PLEASE READ CAREFULLY BEFORE SIGNING BELOW.

1. All information provided on this Application for Employment form is complete and accurate to the best of my knowledge.
2. Applicants will be expected to understand, respect and support this church's mission and abide by its rules and policies.
3. This church has my permission to investigate, at its discretion, my past employment history, personal references, and any other information contained in this application. I agree to sign an "Authorization to Release" form to obtain my employment and personal information. Any position offered to me is contingent upon the satisfactory completion of background and reference checks.
4. Misrepresentation of facts in this application will disqualify me from further consideration or, if I am employed may be sufficient cause for dismissal.
5. Federal laws require that employers hire only individuals who are authorized to be lawfully in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant's identity and employment authorization. I understand that it will be necessary for me to submit such documents as are required by law to verify my identification and employment authorization on the first day of employment.
6. I understand that nothing contained in this form or as contained in the Personnel Policies or in the granting of an interview is intended to create a contract between this church and me, either for employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon this church organization unless made in writing.

I understand and agree to statements and conditions 1 - 6 above.

Applicant's Signature	Date
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