



St. John's Lutheran Church of Orange
APPLICATION FOR EMPLOYMENT

Please Answer All Questions. Resumes Are Not a Substitute for A Completed Application.

St. John's is an equal opportunity employer.

THIS ORGANIZATION IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE ORGANIZATION OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Applicant Name: _____ Position Applied For: _____
(list only one)

Telephone Number: _____ Alternate/Cellular Phone Number: _____

Present Address: _____
Street Apt./Unit # City State Zip

Email Address: _____

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes No

Type of employment desired? Full-Time Part-Time (Specify Hours) _____

Are you willing to work overtime? Yes No Date on which you can start work if hired: _____

Have you previously applied for employment with St. John's Lutheran Church? Yes No

If Yes, when and for what position did you apply? _____

Have you ever been employed by St. John's Lutheran Church? Yes No

If Yes, provide dates of employment, position and reason for separation from employment. _____

If applicable, on the line below, list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. (For example, change of name, use of an assumed name, nickname, etc.)

Education	School Name and Location <small>(Address, City, State)</small>	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School					
College					
Graduate/Professional					
Trade or Correspondence					

Work Experience

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent ten (10) year period. Attach additional sheets, if needed. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Do not answer "see resume".

Employer

Name	Address	Type of Business
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Telephone: _____ Dates Employed From: _____ to _____

Job Title: _____ Duties: _____

Supervisor's Name: _____ May we contact? Yes No

If No, why not? _____

Supervisor's Email: _____ Supervisor's Phone Number: _____

What will this employer say was the reason your employment terminated? _____

Employer

Name	Address	Type of Business
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Telephone: _____ Dates Employed From: _____ to _____

Job Title: _____ Duties: _____

Supervisor's Name: _____ May we contact? Yes No

If No, why not? _____

Supervisor's Email: _____ Supervisor's Phone Number: _____

What will this employer say was the reason your employment terminated? _____

Work Related References (optional)

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e. supervisor or co-worker)	TELEPHONE and E-MAIL

Personal References (optional)

Please list the names of personal references (not previous employers or relatives) who you know that we may contact.

NAME	OCCUPATION	ADDRESS	TELEPHONE and E-MAIL	NUMBERS OF YEARS KNOWN

Background

Please provide the following information concerning your church attendance over the past five years.

Current Church:	Address:	Phone Number (with area code):	Year(s) attended:
Previous Church:	Address:	Phone Number (with area code):	Year(s) attended:
Previous Church:	Address:	Phone Number (with area code):	Year(s) attended:

Applicant Certification

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

This Organization is an at-will employer as allowed by applicable state law. This means that regardless of any provision in this application, if hired, the Organization or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this application or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the Organization is authorized to enter into an agreement - express or implied - with me or any applicant for employment for a specified period of time unless such an agreement is in a written contract

signed by the Executive Director of the Organization. If hired, I agree to conform to the rules and regulations of the Organization, and I understand that the Organization has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.

I authorize the Organization or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation which may be permitted by federal, state and/or local law.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Organization or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Organization and its representative for seeking such information and all other persons, corporations, or Organizations furnishing such information. Further, if hired, I authorize the Organization to provide truthful information concerning my employment to future employers and hold the Organization harmless for providing such information.

In consideration of the receipt and evaluation of this application by St. John's Lutheran Church, I agree and represent that:

- Should my application be accepted, I agree to be bound by the bylaws and policies of St. John's Lutheran Church, and to refrain from any conduct in violation of the church's teachings.
- I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between myself and the church for either employment or the providing of any benefit.
- I agree and understand that reference checks will be conducted prior to employment. In addition, I agree that if I am offered employment, the offer is contingent upon a Criminal Background Check prior to commencing employment, and that the offer may be withdrawn if the background check reveals a conviction that would affect, taking into account relevant factors, my suitability for employment.

If hired by this Organization, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Organization. I also understand this Organization employs only individuals who are legally eligible to work in the United States.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO THEM. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.

I CERTIFY THAT ALL THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

DO NOT SIGN UNTIL YOU HAVE READ ALL THE INFORMATION CONTAINED IN THIS APPLICATION.

Applicant Signature: _____

Date: _____

