

NORTH HEIGHTS

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but is merely intended to provide information necessary to evaluate suitability for employment. It is the policy of North Heights Lutheran Church (North Heights) to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, race, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state or federal law and is not in violation of our Statement of Faith. It is also the policy of North Heights to have the option of conducting pre-employment screening before a job offer is made. This application remains in force for 180 days.

PERSONAL INFORMATION

Name: _____
Last Name
First
Middle

Present Address: _____
Number and Street

_____ City State Zip Code

Telephone No. (_____) _____ Cell Phone: _____

Email: _____ Social Security No. _____

EDUCATION

High School Attended	City, State		Did you earn a Diploma
Undergraduate College Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Graduate School Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Business, Trade or Other School	City, State	Areas of Study	Degree/Certificate/Diploma

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

Please list below your last three employers beginning with the most recent.

Next Most Recent Employer	City	State	Zip Code	Telephone No.
Position Held	Dates:	From	To	Supervisor
Duties			Reason for Leaving	

Next Most Recent Employer	City	State	Zip Code	Telephone No.
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Next Most Recent Employer		City		State	Zip Code	Telephone No.
Position Held	Dates:	From	To	Supervisor		
Duties			Reason for Leaving			
Next Most Recent Employer		City		State	Zip Code	Telephone No.
Position Held	Dates:	From	To	Supervisor		
Duties			Reason for Leaving			

EMPLOYMENT INFORMATION

Position Applied For:	Date You Can Start Work:	Desired Salary:
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Do You Prefer: Full-Time Part-Time Can You Work Evenings/Weekends Yes No

Please answer the following questions. When necessary, note question number and explain on separate sheet of paper.

1) Are you at least 18 years of age and legally eligible for work in the United States? Yes No

(If no, please explain)

2) Do you understand the job requirements? Yes No

(If no, please explain)

3) Have you received a description of the job you are applying for? Yes No

JOB-RELATED SKILLS

APPLICANT'S CERTIFICATION AGREEMENT

I certify that the information provided on this application is true and complete. I agree that if there is any misrepresentation or omission concerning the information on this application, any offer of employment to me may be withdrawn, and if I have already been hired, my employment may be terminated.

I understand that any offer of employment by North Heights is contingent upon (1) my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States, (2) successful completion of any pre-placement physical exam and/or drug/alcohol test that may be required by North Heights, and (3) satisfactory results on any criminal and/or other background check that may be conducted.

No promises concerning the nature or length on my employment have been made to me. If I am hired, I understand that I have the right to terminate my employment at any time and for any reason. I understand that nobody employed by North Heights may modify these conditions, except in a written document signed by the Church Administrator.

I authorize North Heights and its representatives to make an investigation of my past employment and educational background. I authorize any past or present employer, and educational institution, to release information concerning my employment and educational background by North Heights. I hereby release all persons, past and present employers, and educational institutions from any liability to me if they supply information to North Heights as part of its investigation.

Signature

Date