



St. Paul Lutheran Church & School
1217 4th Ave South
Fort Dodge, IA 50501
515-955-7208
www.stpaulschoolfd.org

Application for Employment

St. Paul Lutheran Church & School does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex, or age. However, St. Paul Lutheran School is a Christian educational institution operated by The Lutheran Church-Missouri Synod and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based upon religion. It is our desire to build an employee community of individuals who are currently actively living out their Christian faith.

Date _____

Personal Information

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Social Security # _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) Yes No

Are you looking for full-time employment? Yes No

If no, what hours are you available? _____

Have you ever been convicted of a felony?

Yes No

If yes, please describe conditions. _____

Employment Desired

Position applied for _____

How did you hear of this opening? _____

Have you ever applied for employment here? Yes No

When? _____

Where? _____

Have you ever been employed by St. Paul Lutheran School? Yes No

When? _____

Where? _____

Are you presently employed? Yes No

May we contact your present employer? Yes No

Are you available for full-time work? Yes No

Are you available for part-time work? Yes No

Date you can start _____

Desired position _____

Desired starting salary _____

Please list applicable skills _____

(Please fill out or attach resume/CV regarding education and work experience)

Education

	School Name and Location	Major	Degree
High School	_____	_____	_____

College	_____	_____	_____
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College	_____	_____	_____
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Post-College _____

Other Training _____

In addition to your work history, are there are other skills, qualifications, or experience that we should consider?



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Please list any scholastic honors received and offices held in school.

Are you planning to continue your studies? Yes No

If yes, where and what courses of study? _____

Employment History

(Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

References

List three personal references, not related to you, who have known you for more than one year.

Name _____ Phone _____ Years Known _____

Address _____

Name _____ Phone _____ Years Known _____

Address _____

Name _____ Phone _____ Years Known _____

Address _____



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Please Read Before Signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that St. Paul Lutheran School and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with St. Paul Lutheran School, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to St. Paul Lutheran School that verifies my right to work in the United States on the first day of employment. I will receive from St. Paul Lutheran School a list of the approved documents that are required upon receiving employment.

I understand that employment at St. Paul Lutheran School is “at will,” which means that either I or St. Paul Lutheran School can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature _____ Date _____

<u>School Use Only</u>	
Interviewed: _____	Employed: _____
Remarks _____	

Pay Rate _____	
Hired By _____	
Name	Date