



A Ministry of St. Andrew Lutheran Church
13600 Technology Drive
Eden Prairie, MN 55344
952/937-2776

Application for Employment

Name _____ Date ____/____/____

Address _____

Home Phone _____ Cell Phone _____

E-Mail Address _____@_____

Employment Desired

Position _____ Date Available _____

Salary Desired _____

What prompted your application with us? _____

Education

Schools Attended

Major

Would you be willing to continue your education by enrolling in courses or other training programs that may be recommended? (circle one) Yes No

Please list any courses, volunteer work, hobbies or interests that would relate to the position you are applying for: _____

Please list any community organizations you are active in: _____

Previous Employers

Name _____ Length of employment ____yrs ____mos

Supervisor's Name _____

Address _____ Phone _____

Position _____ Duties _____

Reason for leaving _____ Salary on leaving _____

Name _____ Length of employment ____yrs ____mos

Supervisor's Name _____

Address _____ Phone _____

Position _____ Duties _____

Reason for leaving _____ Salary on leaving _____

Name _____ Length of employment ____yrs ____mos

Supervisor's Name _____

Address _____ Phone _____

Position _____ Duties _____

Reason for leaving _____ Salary on leaving _____

References

Please list at least 3 persons, not related to you, whom you have known at least one year who could attest to your interaction with children.

Name _____ Address _____

Phone _____ Relationship _____

Name _____ Address _____

Phone _____ Relationship _____

Name _____ Address _____

Phone _____ Relationship _____

General Information

In compliance with Rule 3 requirements, no person shall be hired or retained as a staff member, paid or volunteer, who has:

- a) Been convicted of, admitted to or been the subject of substantial evidence of an act of child battering, child abuse or child molesting.
- b) Used alcohol or drugs such that its effects are apparent during working hours that children are in care.
- c) Been convicted for or admitted to any felony or any offense involving moral turpitude.

I am aware that a background study will be performed before I can be hired.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is a cause for dismissal.

In the event of my employment with St. Andrew Lutheran Church I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation 2 weeks prior to the date it will be effective. I understand that the first 3 months of my employment are probationary and if my services have not been proved satisfactory, my employment may be discontinued on a week’s notice without prejudice.

Applicant’s Signature _____