



SHEPHERD OF THE HILLS Lutheran Church

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Position Applying for: **CHURCH SECRETARY** Date Available: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

School Name: _____ City, State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

School Name: _____ City, State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Work Experience

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact this supervisor? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact this supervisor? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact this supervisor? YES ☐ NO ☐

References

Please provide three professional references:

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

This position will require significant computer knowledge and skills, please fill out the following chart to help us understand how much training you will need in the following areas:

	No experience / will need full training	Some Experience / will need some training	Proficient / minimal training needed
Microsoft Outlook email			
Microsoft Word			
Microsoft Excel			
Microsoft PowerPoint			
Google Drive			
Google Calendars			
Facebook			
Instagram			
YouTube			
Website editing			
Shepherd's Staff (church management software)			

Applicant Statement and Signature

With my signature below I certify that all information I have provided in this job application is true, complete, and correct. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information for all references, previous employers, educational institutions, public agencies, licensing authorities to verify the accuracy of the information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives seeking, gathering, and using truthful and non-defamatory information in a lawful manner in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I also understand that if this application leads to employment, I must be able to successfully complete a criminal history background check and drug screen and will be expected to work drug and alcohol free throughout my employment.

I also understand that if hired, I will be required to provide proof of identity and legal authorization to work in the United States and that I must complete the I-9 form as required by the federal government.

I understand that any information provided by me that is found to be false, incomplete, or misrepresents me in any respect, will be sufficient to (a) eliminate me from further consideration for employment, or (b) may result in immediate discharge from the employer's service whenever it is discovered.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature: _____ Date: _____