



APPLICATION FOR EMPLOYMENT

Holy Cross Lutheran Church
W156N8131 Pilgrim Road
Menomonee Falls, WI 53051
(262)251-2740

Date _____

APPLICANT INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Address _____

City/State/Zip Code _____

Home Phone _____ Cell Phone _____

Email Address _____

POSITION

Position Desired _____ Date Available _____

Regular and punctual attendance at work is an essential requirement of any position, are you able to satisfy this requirement? Yes No

OPTIONAL

Congregation where you are currently a member _____

Address _____

City/State/Zip Code _____

ADDITIONAL INFORMATION

Are you legally entitled to work in the United States? Yes No

Have you ever been convicted of a crime? Yes No

If yes, please **attach** an explanation on a separate sheet including the specific nature of the offense(s), when, where, and disposition.

(A conviction record will not necessarily be a bar to employment. Applicants are not required to disclose sealed or expunged records of conviction or arrest. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)

EDUCATION

	School and Location	Course or Major	# of Years Completed	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate Study	_____	_____	_____	_____
Business/Trade/Tech/Other	_____	_____	_____	_____
Significant Continuing Ed	_____	_____	_____	_____
Current Licenses or Certifications	_____	_____	_____	_____

MILITARY SERVICE

Branch _____ from _____ to _____
Rank at discharge _____ Type of discharge _____
If other than honorable, explain _____

EMPLOYMENT HISTORY

Begin with current or most recent employer.

Employer Name _____
Supervisor's Name and Title _____
Business Address _____
City/State/Zip Code _____
Employer Phone Number _____
Dates Employed From _____ to _____
Starting Position Title _____ Ending _____
Starting Salary _____ Ending _____
Reason for leaving _____
May we contact your PRESENT employer prior to any employment? Yes No
Description of Responsibilities (if not covered in resume):

Employer Name _____

Supervisor's Name and Title _____

Business Address _____

City/State/Zip Code _____

Employer Phone Number _____

Dates Employed From _____ to _____

Starting Position Title _____ Ending _____

Starting Salary _____ Ending _____

Reason for leaving _____

May we contact your PRESENT employer prior to any employment? Yes No

Description of Responsibilities (if not covered in resume):

Employer Name _____

Supervisor's Name and Title _____

Business Address _____

City/State/Zip Code _____

Employer Phone Number _____

Dates Employed From _____ to _____

Starting Position Title _____ Ending _____

Starting Salary _____ Ending _____

Reason for leaving _____

May we contact your PRESENT employer prior to any employment? Yes No

Description of Responsibilities (if not covered in resume):

PROFESSIONAL REFERENCES

List three people, preferably past supervisors and those with firsthand experience with your work.

Name and Occupation _____

Relationship _____

Primary Phone _____

Secondary Phone _____

Name and Occupation _____

Relationship _____

Primary Phone _____

Secondary Phone _____

Name and Occupation _____

Relationship _____

Primary Phone _____

Secondary Phone _____

Holy Cross Lutheran Church is committed to a policy of equal employment opportunity.

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

1. Applicants employed by Holy Cross Lutheran Church (HCLC) will be expected to understand, respect and support the mission of HCLC and abide by its policies and practices.
2. HCLC has my permission to investigate, at its discretion, my past employment history, personal references and any other information contained in this application or related papers and interviews. I authorize the companies, organization, institutions and persons named by me in this application to give any information they have regarding me, whether in their records or not, to HCLC.
3. Any position offered to me is contingent upon the satisfactory completion of drug testing, background and reference checks.
4. All information submitted by me on the Application for Employment is true and correct. I understand and agree that should any information supplied by me on the application or other HCLC records be found at any time to be untruthful, or if I am found to have omitted any matter from this or other records, I may, without recourse be refused employment or immediately discharged.
5. Federal laws require that employers hire only individuals who are authorized to work in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant’s identity and employment authorization. I understand that it will be necessary for me to submit such documents as are required by law to verify my identification and employment authorization on the first day of employment.
6. I have read this disclaimer statement.

I understand and agree to statements and conditions 1 - 6 above.

Applicant’s Signature

Date