



APPLICATION FOR EMPLOYMENT

Light of Christ Lutheran Church • 1700 Longmeadow Parkway • Algonquin, IL 60102 • (847) 658-9250

Today's Date: _____

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Address _____

City/State/Zip Code _____

Work Phone _____

Home Phone _____ Cell Phone _____

E-mail _____

POSITION

Position desired: _____

Are you able to perform the essential functions of the position for which you are applying? ___ Yes ___ No

ADDITIONAL INFORMATION

Are you legally authorized 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.)

Name _____

EDUCATION

	School & Location	Course or Major	# of Years Completed	Degree(s)
High School				
College or University				
Graduate Study				
Business/Trade/ Tech/ Other				
Significant Continuing Ed				

Current Licenses and/or Certification? _____

What languages, other than English, do you speak? _____

QUALIFICATIONS

On a separate **attached** sheet, please share with us your qualifications and why you feel those qualifications will enable you to perform the specifics of the position(s) as well as assist Light of Christ Lutheran Church in carrying out its overall vision.

Please also **attach** your current resume.

PROFESSIONAL REFERENCES (List three people, preferably past supervisors and those with firsthand experience with your work.)

Name: _____ Occupation: _____

Business Address: _____

City/State/Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Name: _____ Occupation: _____

Business Address: _____

City/State/Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Name: _____ Occupation: _____

Business Address: _____

City/State/Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

(Light of Christ Lutheran Church is committed to a policy of equal employment opportunity. Light of Christ Lutheran Church may determine certain positions require ordained clergy/rostered leaders or Lutheran theological background.)

Name: _____

EMPLOYMENT HISTORY (Begin with current or most recent employer)

Employer Name: _____

Supervisor's Name & Title: _____

Business Address: _____

City/State/Zip Code: _____

Employer Phone Number: _____

Dates Employed: From _____ To _____

Starting Position Title: _____

Ending Position Title: _____

Reason for leaving: _____

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

Description of Responsibilities (if not covered on attached resume):

Employer Name: _____

Supervisor's Name & Title: _____

Business Address: _____

City/State/Zip Code: _____

Employer Phone Number: _____

Dates Employed: From _____ To _____

Starting Position Title: _____

Ending Position Title: _____

Reason for leaving: _____

Description of Responsibilities (if not covered on attached resume):

Name: _____

Employer Name: _____

Supervisor's Name & Title: _____

Business Address: _____

City/State/Zip Code: _____

Employer Phone Number: _____

Dates Employed: From _____ To _____

Starting Position Title: _____

Ending Position Title: _____

Reason for leaving: _____

Description of Responsibilities (if not covered on attached resume):

Employer Name: _____

Supervisor's Name & Title: _____

Business Address: _____

City/State/Zip Code: _____

Employer Phone Number: _____

Dates Employed: From _____ To _____

Starting Position Title: _____

Ending Position Title: _____

Reason for leaving: _____

Description of Responsibilities (if not covered on attached resume):

PLEASE READ CAREFULLY BEFORE SIGNING BELOW:

1. Applicants employed by Light of Christ Lutheran Church (LOC) will be expected to understand, respect, and support the mission of LOC and abide by its policies and practices.
2. LOC 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 in interviews. I authorize the companies, organizations, institutions, and/or persons (collectively, "Resources") named by me in this application to give any information they have regarding me, whether or not it is in their records, to LOC. I release these Resources from any liability whatsoever for furnishing this information. I further agree to release LOC from any liability whatsoever that may arise from relying on information from these Resources.
3. Any position offered to me is contingent upon the satisfactory completion of background and reference checks.
4. I promise that all of the 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 LOC records be found at any time to be untruthful, or if I am found to have omitted any matter from this or other LOC 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 understand that nothing contained in this form, in the LOC Employment Manual, in the policies of LOC, or in the granting of an interview is intended to create a contract between LOC and me, either for employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon LOC unless made in writing.
7. I have read this disclaimer statement.

I understand and agree to statements and conditions 1 - 7 above.

Applicant's Signature

Date