

EMPLOYMENT HISTORY

List your three most recent employment records including temporary, regular and part-time in date order with **most recent first**. List military serve, if applicable, as part of employment record.

MOST RECENT EMPLOYER – Are you currently working for this employer Yes No If yes, may we contact? Yes No

Company Name _____ Telephone (____) _____

Address _____
Street Address City State Zip Code

Starting Position Title _____ Ending Position Title _____

Supervisors Name _____ Title _____

Employment Dates _____ Beginning Salary _____ Ending Salary _____ Full-time
Part-time

Brief job description _____

If you were employed under a different name, give that name in full _____

Company Name _____ Telephone (____) _____

Address _____
Street Address City State Zip Code

Starting Position Title _____ Ending Position Title _____

Supervisors Name _____ Title _____

Employment Dates _____ Beginning Salary _____ Ending Salary _____ Full-time
Part-time

Brief job description _____

If you were employed under a different name, give that name in full _____

Company Name _____ Telephone (____) _____

Address _____
Street Address City State Zip Code

Starting Position Title _____ Ending Position Title _____

Supervisors Name _____ Title _____

Employment Dates _____ Beginning Salary _____ Ending Salary _____ Full-time
Part-time

Brief job description _____

If you were employed under a different name, give that name in full _____

Special Skills and Qualifications

Please answer the questions below if applicable to the position for which you are applying

Are you willing to travel? Yes No

Do you have a valid driver's license? Yes No Driver's License (Number and State) _____

Special skills, knowledge, business licenses, professional designations, other job-related experience including volunteer work.

Check appropriate boxes for your experience.

- Filing Typing (WPM _____) Transcribing Word Processing
- Personal Computer Skills MS Word MS Excel MS Power Point
- MS Publisher Other Software (Please Specify _____)

PERSONAL REFERENCES

	Name	Address	Telephone	Profession	Length of Acquaintance
1.					
2.					
3.					
4.					

Acknowledgment of Consent and Understanding

PLEASE READ BEFORE SIGNING. If you have any questions regarding this statement, please ask them of an employment interviewer before signing

Trinity Lutheran Church (Trinity) does not discriminate in hiring or employment on the basis of race, color, national origin, sex, age, marital status, sexual orientation, or disability.

It is understood that this application is not an obligation to provide employment. The application will be kept active for three months and it must be renewed to be active for a longer period.

I hereby certify that the statements made in this employment application are true and complete, to the best of my knowledge, and I authorize investigation of those statements. I understand that falsification, misrepresentation or omission of facts will be sufficient cause for elimination of any consideration for employment or cause for dismissal if I am employed by Trinity.

Trinity has the right, exercisable at any time, and without notice, to change wages, to change or eliminate benefits and policies, as well as to terminate, with or without cause, the employment relationship. I understand that no manager or representative of Trinity, other than the Personnel Committee of Trinity, has any authority to enter into any agreement of employment for any specified period of time or to make any agreement contrary to the foregoing.

I understand that all employees of Trinity are expected to respect the official policies and practices of Trinity.

I agree that I have read and understand the above acknowledgments and agreements and recognize all of the above as conditions of employment.

Signature

Date