

ATONEMENT LUTHERAN CHURCH Employment Application

An Equal Opportunity Employer

ALC is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please print and fill out all sections

Applicant Information

Applicant Name _____

Home Phone _____

Cell Phone _____

Email Address _____

Current Address:

Number and street _____

City _____

State & Zip _____

How were you referred to ALC?: _____

Employment Positions

Are you applying for:

- Temporary part-time work – such as summer or holiday work? Y or N
- Regular part-time work? Y or N
- Regular full-time work? Y or N
- **POSITION / AVAILABILITY:**
- Position Applied For _____
- Days/Hours Available
- Monday _____
- Tuesday _____
- Wednesday _____
- Thursday _____
- Friday _____
- Saturday _____
- Sunday _____
- Hours Available: from _____ to _____
- What date are you available to start work? _____

If hired, on what date can you start working? ___ / ___ / ___

Can you work on the weekends? Y or N

Can you work evenings? Y or N

Are you available to work overtime? Y or N

Personal Information:

Have you ever applied to / worked for ALC before? Y or N

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for ALC? Y or N

If yes, state name & relationship: _____

If hired, do you have a reliable method of getting to/from work? Y or N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) Y or N

If hired, are you legally eligible for employment in the U.S.? Y or N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Y or N

If no, describe the functions that cannot be performed

Education, Training and Experience

High School:

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? Y or N

Degree / diploma earned: _____

College / University:

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? Y or N

Degree / diploma earned: _____

Vocational School:

Name: _____

Address: _____

City, state, zip: _____

Number of years completed: _____

Did you graduate? Y or N

Degree / diploma? : _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills / duties: _____

Related details: _____

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

=====

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____

References:

Name / Title / Address / Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____