

Trinity Badger Ranch, Lutheran Church

General Employment Application

Instructions: Applicants are urged to consider carefully each question. Please take your time to fill out all areas of the application. Be as complete and accurate as possible. All information submitted is subject to clarification. A false or misleading response may result in disqualification for or discharge from employment, or discharged from future employment.



Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Desired Employment

Position You are Applying For: _____

Date Available: _____

Minimum Compensation Desired:

\$ Per Year:

\$ Per Hour:

Have you read the job description and minimum requirements; and do you understand them? Yes No

Can you perform the essential functions of this position with or without reasonable accommodations?

Employment Eligibility

Are you able to provide required proof of your eligibility to work in the U.S.? Yes No

Have you ever been convicted of or pleaded guilty/no contest to a crime in civilian or military court? (You may exclude minor traffic violations). A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements to the particular job.

Yes No

If yes please explain.

Have you ever been discharged from the Armed Forces other than honorable conditions? Yes No

Education

Select the highest grade completed:

High School

College

Graduate School

High School:		City:		State:	
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Specify Diploma or GED:		
College:		City:		State:	
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Type of Degree:	Major or Course of Study	
Graduate or Professional Institution:		City:		State:	
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Type of Degree::	Major or Course of Study	

Previous Employment

As you describe your work history, make sure you highlight your competencies which demonstrate your qualifications for the position for which you are applying; "See Resume" is NOT acceptable for your description. Please list most recent employment first. Please provide employer information for the last 10 years, and any other work relevant to the position for which you have applied.

Current or Last Employer:		Phone:	
Address:		Supervisor:	
Starting Job Title:		Ending Job Title:	
From:		To:	
Reason for Leaving:			
Number of Employees Supervised by You:			
Starting Salary:	\$	Final Salary:	\$
List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
Currently Employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
May we contact your supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Only after accepting an offer <input type="checkbox"/>

Current or Last Employer:		Phone:	
Address:		Supervisor:	
Starting Job Title:		Ending Job Title:	
From:		To:	
Reason for Leaving:			
Number of Employees Supervised by You:			
Starting Salary:	\$	Final Salary:	\$
List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:			
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Only after accepting an offer <input type="checkbox"/>

Current or Last Employer:				Phone:		
Address:				Supervisor:		
Starting Job Title:			Ending Job Title:			
From:		To:		Reason for Leaving:		
Number of Employees Supervised by You:						
Starting Salary:	\$			Final Salary:	\$	
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May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Only after accepting an offer <input type="checkbox"/>	

References

Please list three persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Please provide a minimum of 2 direct/indirect supervisors as a reference.

Name:		Business Name:		Position Title:	
Phone:		E-mail:		Address:	
How are you acquainted with this person?					

Name:		Business Name:		Position Title:	
Phone:		E-mail:		Address:	
How are you acquainted with this person?					

Name:		Business Name:		Position Title:	
Phone:		E-mail:		Address:	
How are you acquainted with this person?					

Name:		Business Name:		Position Title:	
Phone:		E-mail:		Address:	
How are you acquainted with this person?					

Additional Education, Certification, License, etc.

Additional Education:	

List special training, programs and seminars you have completed in the last five years:
List membership in professional, honorary, or technical societies:

Skills

Check the following skills, experiences, etc., which you have:

<input type="checkbox"/> <i>Foreign Language (Specify)</i>	Foreign Language: Ability Level: <input type="checkbox"/> <i>Read</i> <input type="checkbox"/> <i>Write</i> <input type="checkbox"/> <i>Oral Communication</i>		
<input type="checkbox"/> <i>Calculator/Adding Machine</i>	KPH:		
<input type="checkbox"/> <i>Typing (Specify WPM)</i>	WPM:		
<input type="checkbox"/> <i>Shorthand (Specify WPM)</i>	WPM:		
<input type="checkbox"/> <i>MS Word</i> <i>Specify skill level: (Beginner, Moderate, Expert)</i>	<input type="checkbox"/> <i>MS Excel</i> <i>Specify skill level: (Beginner, Moderate, Expert)</i>	<input type="checkbox"/> <i>MS PowerPoint</i> <i>Specify skill level: (Beginner, Moderate, Expert)</i>	<input type="checkbox"/> <i>Adobe Products</i> <i>Specify skill level: (Beginner, Moderate, Expert)</i>
<input type="checkbox"/> <i>Other</i>	If other, please specify:		

Applicant Statement

I authorize Trinity Badger Ranch, Lutheran Church to make any inquiries they desire regarding my education, employment, ability, habits and personal character for the purpose of determining my fitness for employment. I also authorize previous employers, or any other persons to whom Trinity Badger Ranch, Lutheran Church may refer, to give any and all information regarding my employment or scholastic record together with any information, personal or otherwise, and I hereby release such persons and any companies which they represent from all liability or any damages what so ever in connection with their compliance. I understand that misrepresentation or omission of any information called for in this application which would affect my application unfavorably, or receipt of unsatisfactory references may result in termination of my employment without liability to me for salary except as may have been earned at the time of my termination. If employed I understand that my employment with Trinity Badger Ranch, Lutheran Church will be "at will", meaning that either Trinity Badger Ranch, Lutheran Church or myself may terminate the employment relationship at any time, for any reason or no reason at all with or without notice of any kind.

Signature: _____

Date: _____

