

Christ Lutheran Church
Application Form

Please attach a current résumé. Applications for Church Secretary are due by Saturday, July 15, 2017. They can be submitted electronically to pastor@clc.kscoxmail.com or to the church office at 5356 N. Hillside, Wichita, KS 67219.

Applicant Information

Applicant Name _____

Home Phone _____

Cell Phone _____

Email Address _____

Current Address:

Number and street _____

City _____

State & Zip _____

How did you hear about this opening?

Availability

If hired, on what date can you start working? _____

Personal Information

What social media do you use? _____

Before you are hired, are you willing to undergo a background check? Y or N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Y or N

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense.)

Education & Training

If not included in your résumé, please fill out this education & training section:

High School:

School name: _____

School city, state: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

College / University:

School name: _____

School city, state: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Vocational School:

Name: _____

City, state: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Please Read and Initial Each Paragraph, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for being hired. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if hired, terms for my immediate dismissal from this job.

Initialed: _____

I permit the Christ Lutheran to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I authorize Christ Lutheran to conduct a background check and to use any information gathered in making a hiring decision.

Initialed: _____

Applicant's Signature: _____

Date: _____

Employment History

Are you currently employed? Y or N

If you are currently employed, may we contact your current employer? Y or N

If not included in your résumé, please describe past and present employment positions, dating back five years.

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y or N

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y or N

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y or N

References

If not included in your résumé, list below three persons who have knowledge of your work performance within the last four years.

Name: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Occupation: _____

Number of Years Acquainted: _____

Name: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Occupation: _____

Number of Years Acquainted: _____

Name: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Occupation: _____

Number of Years Acquainted: _____