

# Employment Application

**PLEASE PRINT**

Name

Last

first

middle initial

Mailing Address

Street

City

State

Zip

Phone

AREA CODE

Home

AM  PM

BEST TIME TO CALL

Phone

AREA CODE

Other

AM  PM

BEST TIME TO CALL

Email

Date available for employment:     /     /

Yes  No Are you legally eligible for employment in this country in position applied for?

Yes  No Do you have a valid driver's license if your position requires it?

Yes  No Are you willing to travel if the position requires it?

Yes  No Have you ever been convicted of a felony?

Yes  No Have you been convicted of a misdemeanor or gross misdemeanor within the last 10 years?

*Please note, you are not obligated to disclose sealed or expunged criminal convictions or expunged juvenile conviction records on this application form. For some positions, additional background checks may be done, subject to applicable law.*

If you answered yes to either question, please attach a description including the date of the conviction, the city and state where the case was pending, and the disposition of your case. Such convictions may be relevant if related to the employment opportunity, but do not automatically bar you from employment.

## EDUCATION BACKGROUND

School	# Years completed	Highest level of degree attained	Name of diploma, certificate, degree or field of study

**EMPLOYMENT HISTORY**

List your last four employers, assignments or volunteer activities, **starting with the most recent**, including military experience.

**Use complete mailing address including street, city, state and zip code.**

Employer:		
Address:		
Contact/Supervisor:	Start date:     /     /	End date     /     /
Telephone:	Job title:	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Final pay:	Reason for leaving:
Job duties:		

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**REFERENCES** List names and phone numbers of at least three professionals not related to you who can provide a reference. If you have no previous work experience, list school or personal references that are NOT related to you.

Name	Relationship	Area code/Telephone number	Years known

**Applicant agreement**

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from Chisago Lake Lutheran Church’s service if I have been accepted for employment. Further, I understand that if I am hired, I will be an “at will” employee and that just as I am free to resign at any time, Chisago Lake Lutheran Church reserves the right to terminate my working relationship at any time, with or without cause and without prior notice. I understand that no representative of Chisago Lake Lutheran Church has the authority to make assurances to the contrary.

I give Chisago Lake Lutheran Church the right to investigate all references and to secure additional job-related information about me. I hereby release from liability Chisago Lake Lutheran Church and its representatives arising out of their seeking such information and all other persons, corporations or organizations arising out of their furnishing such information. I understand that any offer of employment is contingent upon acceptable reference checks, successful completion of pre-employment testing if required and successful completion of background checks as applicable to the position. I understand that any offer, or my continued status, if accepted, is contingent upon my being physically and medically able with or without reasonable accommodation to successfully perform my duties safely without harm to myself or to others.

Although management makes efforts to accommodate individual preferences, I understand that if I am hired, various aspects of my employment, including my work hours, location, wages and benefits may change to meet the business needs of the organization. I understand that any offer, or my continued status, if accepted, is contingent upon my being physically and medically able to successfully perform my duties without harm to myself or to others.

Chisago Lake Lutheran Church is an equal opportunity employer and no question on this application is used for the purpose of limiting or excluding any applicant on a basis prohibited by local, state or federal law.

**I have read, understand and agree to the above.**

**x**

Signature of Applicant

Date

**Send application to:  
Chisago Lake Evangelical Lutheran Church  
1 Summit Avenue, Center City, MN 55012**