

# OUR REDEEMER'S LUTHERAN BRETHREN CHURCH

700 – 16<sup>th</sup> Avenue SE  
Minot, ND 58701-6707  
701-838-0750

## Application for Employment Church/School Bookkeeper

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Today's Date: \_\_\_\_\_

### SECTION 1 – APPLICANT'S GENERAL INFORMATION

Applicant's Name: \_\_\_\_\_  
Last First Middle

Social Security # \_\_\_\_\_

Present Address: \_\_\_\_\_  
No. Street City State Zip

Telephone: Daytime: \_\_\_\_\_  
\_\_\_\_\_

Evening: \_\_\_\_\_

Email: Work: \_\_\_\_\_  
Home: \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_ No \_\_\_  
(If "yes", verification will be required if you are offered this position.)

Are you of the legal age to work? \_\_\_\_\_

Are you able to perform the essential functions of the position of Bookkeeper with or  
without reasonable accommodation? Yes \_\_\_\_\_ No (explain below) \_\_\_\_\_

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Current Position/Occupation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date available to begin work: \_\_\_\_\_

**SECTION 2 – APPLICANT’S EDUCATION/TRAINING**

High School:

Did you graduate from High School or receive a G.E.D.? \_\_\_\_\_

College or Post-Secondary Education:

Vocational Training?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list vocational school attended, dates attended, and degrees earned and/or certificates/training received.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you attended College? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list colleges attended, dates attended, and degrees earned.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list below any additional training and/or experience you have that qualifies you for this position. Include any licenses or certifications held, special skills that have been developed, etc.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**SECTION 3 – APPLICANT’S FAITH**

Are you a Christian? Describe your present walk with the Lord. Describe your current level of involvement with your congregation.

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Why do you want to be part of the Our Redeemer’s ministry team?

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**SECTION 4 – APPLICANT’S SKILLS/COMPETENCIES**

What experience(s) have you had working in a team setting?

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Please give a brief description of the specific bookkeeping/accounting functions in which you have experience and have attained a high level of proficiency.

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What accounting/business software have you used and are proficient with?

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**SECTION 5 – APPLICANT’S EMPLOYMENT HISTORY**

Present Employer

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Supervisor or Contact Name  
 (for reference purposes) \_\_\_\_\_

Telephone Number: ( \_\_\_\_ ) \_\_\_\_\_

Dates Worked: From: \_\_\_\_\_ To: \_\_\_\_\_  
Month/Year Month/Year

Position Held: \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

Prior Employer

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Supervisor or  
Contact Name  
(for reference purposes) \_\_\_\_\_

Telephone Number: ( \_\_\_\_ ) \_\_\_\_\_

Dates Worked: From: \_\_\_\_\_ To: \_\_\_\_\_  
Month/Year Month/Year

Position Held: \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

Prior Employer

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Supervisor or  
Contact Name \_\_\_\_\_  
(for reference purposes)

Telephone Number: ( \_\_\_\_ ) \_\_\_\_\_

Dates Worked: From: \_\_\_\_\_ To: \_\_\_\_\_  
Month/Year Month/Year

Position Held: \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

**SECTION 6 – APPLICANT’S PROFESSIONAL REFERENCES**

Please list three (3) professional references (but not relatives) who are well acquainted with you.

Reference #1

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

Reference #2

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

Reference #3

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

**SECTION 7 – ANY ADDITIONAL INFORMATION**

If there is any other additional information you would like us to consider in our review and evaluation of your application, please comment in the below section.

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**Return completed application to:**

**Jay D. Zimmerman, CPA, CGMA  
Business Administrator  
Our Redeemer’s Church  
700 – 16<sup>th</sup> Avenue SE  
Minot, ND 58701-6707**

**Phone: 701.838.0750 or 701.720.5587  
Email: [jzimmerman@ourredeemers.org](mailto:jzimmerman@ourredeemers.org)**

## **Please Read Carefully and Sign Below**

The information contained in this application is correct to the best of my knowledge. I understand that if employed, any false statement on this application may result in my dismissal.

I fully understand that nothing contained in this application or any pre-employment interview(s) is intended to be a contract of employment, nor does this application obligate the employer in any way. If Our Redeemer's Lutheran Brethren Church decides to employ me, I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Corporation has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

I hereby authorize my references or churches listed in this application to give you any information (including opinions) that they may have regarding my faith, character, and qualifications for this job. In consideration of the receipt and evaluation of this application by Our Redeemer's Lutheran Brethren Church of Minot, ND, I do hereby release any individual, church organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me heirs, or family, on account of compliance or attempt to comply, with this authorization. I waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application.

I hereby authorize Our Redeemer's Lutheran Brethren Church to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

Should my application be accepted, I agree to be bound by the constitution, bylaws, and policies of Our Redeemer's Lutheran Brethren Church, Minot, ND, and refrain from unscriptural conduct in the performance of my services on behalf of the congregation.

This is a legally binding agreement, which I have read carefully and understand.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*