

BETHLEHEM LUTHERAN CHURCH

Human Resources

1620 Milwaukee Ave

Aberdeen, SD 57401-4857

Phone: (605) 225-9740

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<i>For office use only</i>	
Received By:	_____
Date:	_____
Date Interviewed:	_____

Application for Employment & Volunteer Positions

(Complete all applicable information – incomplete applications will not be considered)

Bethlehem Lutheran Church is an equal opportunity employer and does not discriminate because of race, color, age, gender, marital status, religion, handicap or disability, national origin, or veteran’s status. As a condition of employment, all applicants will be subject to a legal verification of criminal history, work history, and reference information. All offers of employment are contingent upon verification of all data contained either throughout this application or obtained through the interview process. Volunteers consent to a legal verification of criminal history, work history and reference information.

PERSONAL DATA: DATE: _____

Name _____
Last First Middle Social Security Number

Address _____
Street City State Zip

Phone _____ Date of Birth _____

E-mail address _____

Are you a United States Citizen? Yes No

Did you serve in the U.S. armed services? Yes No Branch of Service: _____

Have you ever been convicted of a felony or misdemeanor? (Not including misdemeanor traffic infraction)
Conviction of a crime does not bar you from employment. Yes No

If “Yes” Date: _____ Offense(s) _____

Within the last ten years have you ever been discharged or non-renewed from any position? Yes No

If yes, please explain: _____

Driver’s License Number: _____ State: _____ Expiration Date: _____

What state/s have you resided in since age 18? _____

POSITIONS

- Ministry Volunteer (area): _____
- Administrative _____
- Childcare _____
- Clerical _____
- Custodial _____
- Education Support Staff _____
- Kitchen _____
- Maintenance _____
- Other _____

Type of Employment Desired:

- Part-time
- Full-time
- Substitute/Temporary

EDUCATION:

	Name, City, and State	Majors/Minors	From/To	Degree/Diploma Certificate
High School or Equivalent				
College or University			to	
College or University			to	
College or University			to	

Please list any special courses, seminars/and/or training that you have completed related to your ability to perform the Job for which you are applying

Current Employer _____

REFERENCES: (provide the name and telephone number of three business references who are not related to you)

Name: _____ Relationship: _____ Phone – Day: _____

Name: _____ Relationship: _____ Phone – Day _____

Name: _____ Relationship: _____ Phone – Day _____

I attest that the information provided herein is true and complete and that any misrepresentation or omission may be grounds for rejection of the applicant or for dismissal if employment has been offered. I authorize a representative from Bethlehem Lutheran Church to contact any individual or organization listed in the application and to conduct a background check.

_____ (Signature) _____ Date

_____ (Print name)