

Fellowship Lutheran Church

6727 South Sheridan Road

Tulsa, Oklahoma 74133

(918) 492-3698

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(Please Print)

Position Applied For	Date of Application
How Did You Learn About Us?	

Last Name	First Name	Middle Initial
Address	Number	Street
		City
		State
		Zip
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If yes, give date _____

Have you ever been employed with us before? Yes No

If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.* Yes No

On what date will you be available for work? _____

Are you available to work: _____ Full Time _____ Part Time _____ Temporary

Are you currently on "lay-off" status and subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

Education

	Elementary	High School	Undergraduate	Graduate
School Name & Location				
Years Completed				
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills, and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application.				

References

Give name, address and telephone number of three references who are not related to your and are not previous employers.

1. _____

2. _____

3. _____

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone			
	Job Title	Hourly Rate/Salary		
	Reason for Leaving	Starting	Final	
2.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone			
	Job Title	Hourly Rate/Salary		
	Reason for Leaving	Starting	Final	
3.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone			
	Job Title	Hourly Rate/Salary		
	Reason for Leaving	Starting	Final	
4.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone			
	Job Title	Hourly Rate/Salary		
	Reason for Leaving	Starting	Final	

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

Yes No

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I also understand that I will be asked to undergo a drug test and a thorough background check upon acceptance of employment and that random drug testing may be required throughout the duration of my employment.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No

Date of Employment _____

Job Title _____ Hourly Rate/Salary _____

By _____
Name & Title Date

Notes _____
