**APPLICATION FOR EMPLOYMENT**

Trinity Evangelical Lutheran Church (TLC) is an equal opportunity employer. TLC does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

**PERSONAL INFORMATION**

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

|  |  |  |
| --- | --- | --- |
| Name | | Date |
| Home Address | | |
| Email | Home Phone | Mobile Phone |
| Are you legally eligible to work in the U.S? | | □ Yes □ No |
| Are you at least 18 years or older?  (If not, you may be required to provide authorization to work.) | | □ Yes □ No |
| Have you ever been terminated from employment or asked to resign by an employer? | | □ Yes □ No |
| **If yes**, please provide company names and details (use space on p. 4, if necessary): | | |
| Are you available to work evenings, if necessary? | | □ Yes □ No |
| Are you available to work weekends, if necessary? | | □ Yes □ No |
| Are you able to perform the essential functions of the job for which you are applying, with reasonable accommodation? | | □ Yes □ No |
| Have you ever worked for TLC before? | | □ Yes □ No |

**EMPLOYMENT DESIRED**

|  |  |  |
| --- | --- | --- |
| Position desired | | |
| Date you could start | | Compensation desired  (hourly rate or salary) |
| How did you hear about this position?  **(Check all that apply)** | □ Friend, acquaintance or relative  □ Online ad/job board  □ Poster/bulletin board  □ TLC website  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | Institution | Degree Received | Field of Study |
| High School |  |  |  |
| Undergraduate Studies |  |  |  |
| Graduate Studies |  |  |  |
| Trade, Business or Correspondence School |  |  |  |

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer Name | Telephone |
| Job Title | | Address | |
| Immediate supervisor and their title | | Job responsibilities | |
| Reason for leaving | | | |
| From | To | Employer | Telephone |
| Job Title | | Address | |
| Immediate supervisor and their title | | Job responsibilities | |
| Reason for leaving | | | |
| From | To | Employer | Telephone |
| Job Title | | Address | |
| Immediate supervisor and their title | | Job responsibilities | |
| Reason for leaving | | | |
| From | To | Employer Name | Telephone |
| Job Title | | Address | |
| Immediate supervisor and their title | | Job responsibilities | |
| Reason for leaving | | | |

Please list any experience, skills and/or additional training that would enhance your ability to perform the position applied for.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REFERENCES**

Give the names of three persons not related to you, whom you have known at least three (3) years.

|  |  |  |
| --- | --- | --- |
| Name | Contact Information  (company, address, phone, email) | Years Acquainted |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**Please read carefully before signing.**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Trinity Evangelical Lutheran Church (TLC) to hire me. If I am hired, I understand that either TLC or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of TLC has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to TLC true and complete information on this application. No requested information has been concealed. I authorize TLC to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date  \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please manually sign the application and bring it to the church office or email to Lisa Corr, Director of Administration (lcorr@trinitylansdale.com)**

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.**

Please use the space on the next page for additional information.

Space for additional information (as needed):

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