

## Employment Application

You must complete the entire application and sign where indicated.

**Date:**

Applicant Information			
Name (first, middle, last)			
Address (street, city, state, zip code)			
Cell Phone ( ) -	Home Telephone ( ) -		
E-mail Address:			
Are there other names under which you have worked or attended school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list for reference checking purposes.			
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you will be required to provide proof of work authorization.)			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.			
Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not an automatic bar to employment.)			
Do you have any pending criminal charges against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify the 1) nature of the charges, 2) date issued, and 3) county and state where issued.			
Have you ever applied at Atonement Lutheran before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:		Have you ever worked at Atonement Lutheran before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:	
Position Applying For	Part-Time or Full-Time Desired	Salary Preference	Shift Preference
When can you start?			
How were you referred to Atonement Lutheran? <input type="checkbox"/> Agency <input type="checkbox"/> Website <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Social Media <input type="checkbox"/> School <input type="checkbox"/> Other			
1. If relevant, please describe your word processing speed, software knowledge, and office equipment experience.			
2. If relevant, please describe your experience teaching elementary or early childhood classes or providing after-school			

care.

### Education

School	Name & Location (city, state)	Number of Years Attended	Major Subjects	Diploma or Degree Received
High				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Other (specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:

### Training Courses

List any relevant training programs completed.

Course/Seminar	Organization Sponsoring	Content	Date(s) Attended

### Required License(s)

If required to drive a motor vehicle for the job you are applying for, identify:

1) your driver's license number 2) state in which issued

Are you licensed with any group, association, or society relating to the job for which you are applying?  Yes  No

Registration or License Number	State Issued	Expiration Date

### Employment History (start with most recent; use separate sheet if necessary)

Name of Employer:		Telephone: ( ) -	
Address:			
Job Title:		Employment Dates (month and year)	
Name of Immediate Supervisor:		From:	To:
Description of Duties:			
Salary (start):		Salary (end):	Reason for Leaving:
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Address:	
Job Title:	Employment Dates (month and year)
Name of Immediate Supervisor:	From: To:
Description of Duties:	
Salary (start):	Salary (end): Reason for Leaving:
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Address:	
Job Title:	Employment Dates (month and year)
Name of Immediate Supervisor:	From: To:
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Salary (start):	Salary (end): Reason for Leaving:
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Salary (start):	Salary (end): Reason for Leaving:
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Employment References

List individuals familiar with your job qualifications (no relatives or personal friends).	
Name:	Day Telephone: ( ) - Evening Telephone: ( ) -
Address:	
E-mail Address:	
Relationship:	How long known?
Name:	Day Telephone: ( ) - Evening Telephone: ( ) -
Address:	
E-mail Address:	
Relationship:	How long known?
Name:	Day Telephone: ( ) -

	Evening Telephone: (    )    -
Address:	
E-mail Address:	
Relationship:	How long known?

**Please read carefully before signing this form.**

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize Atonement Lutheran to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, I may be required to undergo a background check and physical examination. (Note: If this is a job requirement, you will be notified.)
4. Regardless of whether I become employed by Atonement Lutheran, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at Atonement Lutheran is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or Atonement Lutheran's, unless specifically provided otherwise in a written employment contract. I further understand that no Atonement Lutheran employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of Atonement Lutheran, and then only by means of a signed, written document.

Signed by \_\_\_\_\_ Date \_\_\_\_\_

***Thank you for your interest in Atonement Lutheran, Milwaukee, WI.***