

Grace Lutheran Church and School

913 Nebraska Street

Oshkosh, WI

Phone (920) 231-8957 Fax (920) 231-8552

www.graceoshkosh.net



Employment Application

Grace Lutheran Church and School is an
Equal Opportunity Employer

POSITION APPLIED FOR

GENERAL INFORMATION

Name (last, first, middle initial)		Social Security No.
Street Address		City, State, Zip
Home Phone No.	Work Phone No.	Are you 18 years or older? Yes No
Are you authorized to work in the United States? Yes No	Date you can start	Starting Wage Desired
Are you employed now? Yes No	Ever applied/worked for this company before? If so, when? Yes No	

TRAINING AND EDUCATION

School Level	Name and location of School	No. of years attended	Did you graduate? (if Y, list degree/certificate)
High School			
College			
Trade, Business, or Correspondence School			

ADDITIONAL SKILLS Describe skills relevant to the job for which you are applying

SKILL	TYPE OF EXPERIENCE	LEVEL OF EXPERTISE
Office equipment, computers, software (typing speed, programs, etc.)		
Technical skills, professional licenses		
Other		

BACKGROUND INFORMATION

Have you been convicted of a felony or served time in prison within the last ten (10) years? Yes No
If yes, please explain:

EMPLOYMENT HISTORY

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections **MUST** be completed even if a resume is submitted.

Employer	Employed from	To
Address		Supervisor
Phone	Hours worked/week	Starting salary
Position		Last salary
Primary Duties		
Number of employees supervised by you	May we contact this employer? Yes No	Supervisor's phone
Reason for leaving		
Employer	Employed from	To
Address		Supervisor
Phone	Hours worked/week	Starting salary
Position		Last salary
Primary Duties		
Number of employees supervised by you	May we contact this employer? Yes No	Supervisor's phone
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Primary Duties		
Number of employees supervised by you	May we contact this employer? Yes No	Supervisor's phone
Reason for leaving		

REFERENCES Below, give the names of three persons you are not related to, whom you have known at least one year.

Name	Place of employment/title	Phone

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information. I understand that a representative of Grace Lutheran Church and School may conduct a comprehensive background check as a condition of my applying for a position within the company. I also understand and agree that no representative of the company has any authority to enter into my agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative."

Applicant's signature _____ *Date* _____