

Application for Employment with the Evangelical Lutheran Church in America

Directions

1. Each section of this application must be completed in full even if accompanied by a resume.
2. Submitting a resume along with this application is strongly recommended.
3. Conditions of application for employment are stated at the end of this form. Please read those conditions carefully before you sign this application.

Fillable PDF

This is a fillable PDF form. You will need either Adobe Acrobat or Adobe Reader to complete and save this form. This application may be downloaded free at get.adobe.com/reader.



Attention Mac Users:

Please do not complete this form using Apple Preview. If you use Preview, some features such as saving your completed document may be unavailable. Use Adobe Acrobat or Adobe Reader; this application may be downloaded free at get.adobe.com/reader.



Do not complete this application within a browser

If you are viewing this form from within a web browser, please go back to the link and save the PDF file to your computer. To do this with a PC, right-click on the document and select either "Save Target As" or "Save Link As" and save. On a Mac, use Control-Click. If you use this form from within a browser, some features such as saving your completed document may be unavailable.

Filling in the form

This form can be filled out and saved for later editing or printing. To fill out this form, position your pointer within a light blue field, click and begin typing. When you have completed a field, tab or click to the next. Periodically save your work (the first time you may be prompted to save with a different file name; you may name your file anything you want).



Evangelical Lutheran Church in America
God's work. Our hands.



Application for Employment

1 Personal Information

Last Name	First Name	Middle Name	Suffix
Address One		Address Two	
City	State/Province	Zip/Postal Code	
Phone (preferred)		Phone (secondary)	
Email			
Are you legally entitled to work in the United States?		Yes	No
Are you a member of the ELCA Church Council or a member of a committee of the churchwide organization? If yes, which one?		Yes	No
Have you ever been convicted of a crime?		Yes	No
If yes, please attach an explanation on a separate sheet including: the specific nature of the offense(s), when, where and disposition. <i>(A conviction record will not necessarily be a bar to employment. Applicants are not required to disclose sealed or expunged records of conviction or arrest. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)</i>			

2 Position Applying for

Position desired

ELCA unit

Other currently-posted position(s) to be considered

3 Additional Information

Does any position for which you are applying require membership in an ELCA congregation? Yes No If "YES," fill out the section below.

Congregation of which you are a member

Address

City State/Province Zip/Postal Code

Nature of Congregation, Synod or Other Churchwide Participation

The Evangelical Lutheran Church in America is committed to a policy of equal employment opportunity. The ELCA may determine certain positions require ordained clergy or membership in an ELCA congregation.

4 Education

Name of School and Location	Course or Major	Years Completed	Degree(s)
High School / GED			
College or University			
Graduate Study / Seminary			
Business / Trade / Technical / Other Schools			
Other/Continuing Education			
Current Licenses and / or Certificates			
What languages, other than English, do you speak?			

5 Qualifications

Please use the space below to share with us your qualifications and why you feel those qualifications will enable you to perform the specifics of the position(s) as well as assist the Evangelical Lutheran Church in America in carrying out its overall mission.

6

Professional References

Please list three people, preferably past supervisors.

Name			Occupation	
Address 1			Email	
City	State/Province	Zip/Postal Code	Telephone	
Name			Occupation	
Address 1			Email	
City	State/Province	Zip/Postal Code	Telephone	
Name			Occupation	
Address 1			Email	
City	State/Province	Zip/Postal Code	Telephone	

7

Employment History

Please begin with your current or most recent employer.

Employer Name			Supervisor's Name and Title	
Address 1			Address 2	
City	State/Province	Zip/Postal Code	Telephone	
Dates Employed	Salary	Dollars / Frequency	Starting Position Title	
From	Starting			
To	Final		Ending Position Title	
Reason for Leaving				
Description of Responsibilities				
May we contact your PRESENT employer prior to any job offer?			Yes	No

Employer Name _____ Supervisor's Name and Title _____

Address 1 _____ Address 2 _____

City _____ State/Province _____ Zip/Postal Code _____ Telephone _____

Dates Employed _____ Salary _____ Dollars / Frequency _____ Starting Position Title _____
 From _____ Starting _____
 To _____ Final _____

Ending Position Title _____

Reason for Leaving _____

Description of Responsibilities _____

Employer Name _____ Supervisor's Name and Title _____

Address 1 _____ Address 2 _____

City _____ State/Province _____ Zip/Postal Code _____ Telephone _____

Dates Employed _____ Salary _____ Dollars / Frequency _____ Starting Position Title _____
 From _____ Starting _____
 To _____ Final _____

Ending Position Title _____

Reason for Leaving _____

Description of Responsibilities _____

8 Read Carefully

Please read carefully before signing below.

1. All information provided on this Application for Employment form is complete and accurate to the best of my knowledge.
2. Applicants employed by the Evangelical Lutheran Church in America (ELCA) churchwide organization will be expected to understand, respect and support the mission of the ELCA and abide by the rules and policies of the ELCA.
3. The ELCA churchwide organization has my permission to investigate, at its discretion, my past employment history, personal references, and any other information contained in this application. I agree to sign an "Authorization to Release" form to allow the ELCA or its representative to obtain my employment and personal information. Any position offered to me is contingent upon the satisfactory completion of background and reference checks.
4. Misrepresentation of facts in this application will disqualify me from further consideration or, if I am employed by the ELCA, may be sufficient cause for dismissal.
5. Federal laws require that employers hire only individuals who are authorized to be lawfully in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant's identity and employment authorization. I understand that it will be necessary for me to submit such documents as are required by law to verify my identification and employment authorization on the first day of employment.
6. I understand that nothing contained in this form or as contained in the Personnel Policies of the churchwide organization, or in the granting of an interview is intended to create a contract between the ELCA churchwide organization and me, either for employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the ELCA churchwide organization unless made in writing.

I understand and agree to statements and conditions 1–6 above.

Applicant's Signature _____

Date _____