

APPLICATION FOR EMPLOYMENT

Tree of Life Lutheran Church
1492 Linglestown Road
Harrisburg, PA 17110

Today's Date:

PERSONAL INFORMATION			
Last Name	First	Middle Initial	Social Security #
Address			Home Telephone ()
City	State	Zip	Business Telephone ()
Position Desired			Cell Phone ()
			E-mail
Are you legally entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please attach an explanation on a separate sheet of paper including nature of offense, when, where and disposition? You may omit minor traffic violations, as long as they did not involve alcohol or controlled substances. <i>(A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)</i>			

Tree of Life Lutheran Church is committed to a policy of equal employment opportunity.

EDUCATION			
SCHOOL NAME AND LOCATION	Course or Major	No. of Years Completed	Degree(s)
High School			
College or University			
Graduate Study			
Business/Trade/Technical/or Other Schools			
Other/Continuing Education			

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 Tree of Life Lutheran Church in carrying out its overall vision.

PROFESSIONAL REFERENCES – List 3 people (preferably past supervisors)

Name	Name	Name
Occupation	Occupation	Occupation
Telephone Number ()	Telephone Number ()	Telephone Number ()
Business Address	Business Address	Business Address

EMPLOYMENT HISTORY - Begin with current or most recent employer

1	Employer Name	Dates Employed		Starting Position Title
	Employer Address	From	To	Ending Position Title
	Employer City/State/Zip	Salary (indicate hourly/weekly/monthly/annually)		Supervisor Name and Title
	Employer Telephone ()	Starting	Final	Reason for Leaving
Description of Responsibilities				

May we contact your present employer prior to any employment? ____ Yes ____ No

2	Employer Name	Dates Employed		Starting Position Title
Employer Address		From	To	Ending Position Title
Employer City/State/Zip		Salary (indicate hourly/weekly/monthly/annually)		Supervisor Name and Title
Employer Telephone ()		Starting	Final	Reason for Leaving
Description of Responsibilities				

3	Employer Name	Dates Employed		Starting Position Title
Employer Address		From	To	Ending Position Title
Employer City/State/Zip		Salary (indicate hourly/weekly/monthly/annually)		Supervisor Name and Title
Employer Telephone ()		Starting	Final	Reason for Leaving
Description of Responsibilities				

PLEASE READ CAREFULLY BEFORE SIGNING

1. All information provided on this Application for Employment form is complete and accurate, to the best of my knowledge.
2. Applicants employed by Tree of Life Lutheran Church will be expected to understand, respect, and support the mission of TLC and abide by its rules and policies.
3. Tree of Life Lutheran Church has my permission to investigate, at its discretion, my past employment history, personal references, and any other information contained in this application. 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 Tree of Life Lutheran Church, may be sufficient cause for dismissal.
5. Federal laws require that employers hire only individuals authorized to be lawfully employed 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 Tree of Life Lutheran Church or in the granting of an interview is intended to create a contract between Tree of Life Lutheran Church 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 Tree of Life Lutheran Church unless made in writing.
7. I fully agree to the statements and conditions listed in 1 through 7 above.

Applicant's Signature	Date
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