

# Saint Matthew's Lutheran Church

701 Broadway St. Thompson, ND 58278  
701-599-2081

## EMPLOYMENT APPLICATION

Date: \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ E-mail: \_\_\_\_\_

Length of time at address listed above: \_\_\_\_\_

Position desired: \_\_\_\_\_ Date available to start: \_\_\_\_\_

What hours and days are you available to work? \_\_\_\_\_

If hired, what salary or rate of pay do you expect to receive? \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No  
*(Proof of eligibility will be required upon offer of employment)*

Are you over the age of 18?  Yes  No  
*(If no, you may be required to provide authorization from a parent or guardian)*

Have you ever applied to, or worked for, Saint Matthew's before?  
If yes, please give date: \_\_\_\_\_  Yes  No

### Educational Background

|             | Name/Location of School | Year Graduated | Degree | Areas of Concentration |
|-------------|-------------------------|----------------|--------|------------------------|
| High School |                         |                |        |                        |
| College     |                         |                |        |                        |
| Other       |                         |                |        |                        |

**Employment History**  
(Please begin with most recent)

| Employment Date (s) | Employer & Supervisor's Name | Address & Telephone Number | Job Title & Primary Responsibilities | Reason for Leaving |
|---------------------|------------------------------|----------------------------|--------------------------------------|--------------------|
|                     |                              |                            |                                      |                    |
|                     |                              |                            |                                      |                    |
|                     |                              |                            |                                      |                    |
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May we contact the employers listed above?    Yes       No

Please list any additional education, training, or skills that qualify you for the position to which you are applying.

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?

Yes\*       No

\*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

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**Church Activity**

Please list the churches you have attended over the past five years.

| Church Name | Address/Location | Telephone Number | Date(s) Attended |
|-------------|------------------|------------------|------------------|
|             |                  |                  |                  |
|             |                  |                  |                  |
|             |                  |                  |                  |
|             |                  |                  |                  |

**References**

Please list three references (not related to you) that we may contact.

| Name | Address and Telephone Number | Years Known/Relationship |
|------|------------------------------|--------------------------|
|      |                              |                          |
|      |                              |                          |
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Please provide any other information that you feel will help us in considering your application for employment:

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*Non-Discrimination Statement*

Saint Matthew’s does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

*Employment At Will*

Employment with Saint Matthew’s is “at will” and not by contract either express or implied. This means that if you become employed at Saint Matthew’s both you and the church are free to terminate the employment relationship at any time and for any legal reason.

*Certification and Release*

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Saint Matthew's permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Saint Matthew's, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date