

**ROCKFORD LUTHERAN SCHOOL
HUMAN RESOURCES DEPARTMENT**
3411 N. Alpine Road, Rockford, IL 61114
Phone: (815) 877-9551, Ext. 128 Fax (815) 636-4429
APPLICATION FOR EMPLOYMENT

PERSONAL DATA

Name: _____
First
Middle Initial
Last

Mailing Address: _____
No./Street
P.O. Box/Apt. No.
City
State
Zip Code

Telephone: (Home) _____ (Work) _____ May we call you at work? Yes ___ No ___

In case of emergency, please contact _____ at Telephone No. (____) _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes ___ No ___

(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question. Please do not disclose any information concerning convictions that have been sealed or expunged.)

If yes, charge(s) _____ Where convicted _____
 State(s) _____ disposition or current status _____

EMPLOYMENT STATUS

Position applied for: _____

Earliest date you could begin work (Month) _____ (Day) _____ (Year) _____

EDUCATION AND SKILLS

Starting with high school, provide the complete information on all schools attended. Include special courses or Trade School.

Name And Location Of School	Dates of Attendance		Completed Credit Hours		Graduate		Name of Degree/Certificate	Major/Minor
	TO	FROM	Sem.	Qtr.	Yes	No		
High School								
College/Tech								
Other								

List any other job-related skills you possess:

ROCKFORD LUTHERAN SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, OR DISABILITY

EMPLOYMENT RECORD

List jobs in reverse order starting with your present job. List your entire work history including volunteer, part-time, temporary, self-employment, and military jobs. List promotion as a separate job. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format.

1. Employer: _____ Address: _____
From Mo/Yr: _____ To: _____ Hrs. Per Week: _____ Your Title: _____
Last Salary: \$ _____ Supervisor: _____ May we contact? Yes _ No _ Phone: _____
Name on Employment Records if different from present name: _____
Reason for Leaving: _____
Duties: _____

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NOTE: PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING.

The information provided in this Application for Employment is true, correct, and complete. If I am accepted for employment, any misstatement or omission of fact on this application or provided in any interview may result in my dismissal. I understand that this Application for Employment and other Rockford Lutheran Schools documents are *NOT* contracts of employment.

I authorize Rockford Lutheran Schools to thoroughly investigate my references, personal history, work record, and other matters related to my suitability for employment. I also release Rockford Lutheran Schools from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I understand and agree that if I am employed, my employment is for no definite period of time and may be terminated at any time, with or without prior notice, at the option of either myself or Rockford Lutheran Schools, and that no promises or representations contrary to the foregoing are binding on Rockford Lutheran Schools unless made in writing and signed by me and a Rockford Lutheran Schools administrator.

NOTE TO APPLICANT: Please note that this application is considered current for ninety (90) days. If you want to be considered for employment after this time, you must complete another Application for Employment

SIGNATURE: _____ **DATE:** _____