



Application for Employment

Rockford Lutheran School

"Igniting Minds and Souls"

Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." Colossians 3:23-24

APPLICANT INFORMATION

First Name _____ Last Name _____ Check if RLS Alum Gr Yr _____

Street Address _____ City _____ State _____ Zip _____

Email _____

Phone _____ (Check here if this Number can receive Text Messages)

Alt Phone _____ (Check here if this Number can receive Text Messages)

Have you ever been enrolled in an educational institution or employed under any other name, such as a prior legal name or maiden name, etc.? Yes No If so, name(s) used: _____

Are you a U.S. Citizen? Yes No Are you eligible to work in the U.S.? Yes No

Do you have a valid Driver's License? Yes No If Yes, State: _____ CDL or School Bus Lic? Yes No

When are you available to start work? _____

If applying for a posted opening, what is the position title? _____

Have you ever been employed by Rockford Lutheran School? Yes No If so, dates? _____

FAITH BACKGROUND

Denominational Affiliation _____ Name of Church Attending _____

Number of Years Attending _____ Pastor's Name _____

Are you on the Roster of the LCMS or eligible to receive a Call? Yes No Minister Role: _____

CRIMINAL BACKGROUND

Applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, expunged, or convictions that resulted in referral to a diversion program or minor traffic violations when answering the next question. A criminal record does not automatically bar employment by RLS but will be considered only as it relates to the position. Teachers have to undergo a rigorous background check through the State of Illinois and criminal background involving sexual or violent crimes will be serious impediments to employment.

Have you ever been convicted of, or plead guilty or no contest to any criminal offense, including sexual misconduct, other than the applicable exceptions listed above? Yes No If Yes, provide date, legal charges and a brief explanation: _____

Are there any charges pending against you for any criminal or civil offense by civil or military authorities?

Yes No If Yes, provide brief nature of charges, status and court date: _____



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EDUCATION/TRAINING HISTORY

Provide your complete academic and training history below. All degrees will be verified during the background check. The submitted resume is not a substitute for completing this summary section.

	School Name, City, State	Sem. Cr. Hr.	Subject Emphasis or Major(s)	Degree/Diploma Earned	Honors Received
High School					
College/University					
College/University					
Other Trade or Post-graduate Education					
Professional Training/Cert					
Other Applicable Education					

List other professional training and date completed relevant to position applying to: _____

EMPLOYMENT HISTORY

NOTE: This section of the application must be completed even though additional material is being provided, e.g., resume, vita, or addendum. An incomplete application may result in the application being rejected or delayed which could result in a lost job opportunity. Therefore, please check to ensure that each item has been completed. *Do Not Answer "See Resume."*

List your employment in reverse chronological order beginning with your current or most recent position:

Employer: _____ Address: _____
 Dates (mm/yy): from: ___/___ to: ___/___ Hr/Wk or FTE: _____ Title: _____
 Duties: _____
 Last Salary/Rate: \$ _____ per Yr Hr Supervisor: _____ May be Contacted? Y N
 Reason for Leaving: _____

Employer: _____ Address: _____
 Dates (mm/yy): from: ___/___ to: ___/___ Hr/Wk or FTE: _____ Title: _____
 Duties: _____
 Last Salary/Rate: \$ _____ per Yr Hr Supervisor: _____ May be Contacted? Y N
 Reason for Leaving: _____

Employer: _____ Address: _____
 Dates (mm/yy): from: ___/___ to: ___/___ Hr/Wk or FTE: _____ Title: _____
 Duties: _____
 Last Salary/Rate: \$ _____ per Yr Hr Supervisor: _____ May be Contacted? Y N
 Reason for Leaving: _____



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EMPLOYMENT HISTORY cont.

Employer: _____ Address: _____
 Dates (mm/yy): from: ___/___/___ to: ___/___/___ Hr/Wk or FTE: _____ Title: _____
 Duties: _____
 Last Salary/Rate: \$ _____ per Yr Hr Supervisor: _____ May be Contacted? Y N
 Reason for Leaving: _____

Employer: _____ Address: _____
 Dates (mm/yy): from: ___/___/___ to: ___/___/___ Hr/Wk or FTE: _____ Title: _____
 Duties: _____
 Last Salary/Rate: \$ _____ per Yr Hr Supervisor: _____ May be Contacted? Y N
 Reason for Leaving: _____

Employer: _____ Address: _____
 Dates (mm/yy): from: ___/___/___ to: ___/___/___ Hr/Wk or FTE: _____ Title: _____
 Duties: _____
 Last Salary/Rate: \$ _____ per Yr Hr Supervisor: _____ May be Contacted? Y N
 Reason for Leaving: _____

Please explain any gap of more than 1 month in your work history: _____

PROFESSIONAL REFERENCES

Please list three people who are not related to you that have direct knowledge of your work performance within the past three years.

First and Last Name: _____ Title: _____
 # Years Known: _____ Work Relationship: _____ Company: _____
 Contact Phone: _____ Email: _____

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 # Years Known: _____ Work Relationship: _____ Company: _____
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First and Last Name: _____ Title: _____
 # Years Known: _____ Work Relationship: _____ Company: _____
 Contact Phone: _____ Email: _____

