



Application for Employment

Date: _____

Name: _____

Position Applying For: _____

We are an equal opportunity employer. It is the policy of this organization not to discriminate on the basis of race, sex, national origin, marital status, age, weight, height, color or handicap in the hiring, promotion, payment, or disciplining of employees.

*If you are a person with a disability, you may request any reasonable accommodation to participate in the application process or interview process. This request should be made in advance so that we can make accommodations.

PERSONAL INFORMATION

LAST FIRST MIDDLE

STREET NUMBER AND NAME

CITY STATE ZIP CODE

PHONE CELL – HOME

EMAIL

How did you learn about this opportunity? (Circle all that apply)

- Employee Referral
- Newspaper
- Walk-in
- Website
- Drive by
- Other: _____

Have you previously worked at Open Arms? YES – NO

Do you have legal authority to be employed in the United States? YES – NO

If applicable:

Visa Type: _____
Immigrant Number: _____
Date Granted _____

Have you ever been convicted of a crime? YES – NO

If yes, please explain. Please include date of conviction and nature of crime.

Have you ever been administratively determined by a federal, state, or local government agency to have committed child abuse or neglect? YES – NO

If yes, please explain.

JOB INFORMATION

Amount of work you are looking for? (circle) Full-time (35+ hours) Part Time (Less than 35 hours)

Availability: MONDAY _____
 TUESDAY _____
 WEDNESDAY _____
 THURSDAY _____
 FRIDAY _____

Are you able to perform the essential physical functions of the position you are applying for? YES – NO
These include but are not limited to: bending, squatting, getting down and up from the floor/seated position, twisting at the waist, lifting 30 pounds or more, standing for a period of no less than 30 minutes at a time.

List any skills or qualifications you have that would help you preform the tasks of the position you are applying for.

List any office machines, computer software/hardware, or equipment in which you have trained or have experience.

List any certifications or licenses which you have that are related to the position you are applying for.

EDUCATION

Circle the highest level of education completed:

1 2 3 4 5 6 7 8 9 10 11 12 GED

Undergraduate:

1 2 3 4

Graduate:

1 2 3 4

Name of School City & State Graduation Date Degree

EMPLOYMENT HISTORY

Please provide the following information regarding your previous three employers – most recent first. Include any Armed Forces and/or unpaid volunteer experience as well.

EMPLOYER NAME

STREET

CITY

STATE

ZIP

SUPERVISOR

PHONE

DATES OF EMPLOYMENT

HOURLY RATE/SALARY

REASON FOR LEAVING

JOB TITLE

JOB DUTIES

EMPLOYER NAME

STREET

CITY

STATE

ZIP

SUPERVISOR

PHONE

DATES OF EMPLOYMENT

HOURLY RATE/SALARY

REASON FOR LEAVING

JOB TITLE

JOB DUTIES

EMPLOYER NAME

STREET

CITY

STATE

ZIP

SUPERVISOR

PHONE

DATES OF EMPLOYMENT

HOURLY RATE/SALARY

REASON FOR LEAVING

JOB TITLE

JOB DUTIES

PERSONAL CHARACTER REFERENCES

NAME PHONE

RELATIONSHIP TO YOU

NAME PHONE

RELATIONSHIP TO YOU

NAME PHONE

RELATIONSHIP TO YOU

PROFESSIONAL REFERENCES

NAME PHONE

NAME PHONE

NAME PHONE

SPIRITUAL LIFE

Open Arms is a Lutheran organization and desires all employees to fully partner with us in sharing the Gospel of Jesus Christ with our customers. These questions help us to assess your spiritual strengths and potential growth areas, but we will not use solely to make an offer of employment.

Please describe how you see your current relationship with Jesus Christ.

List any churches where you have been a member or a regular attendee in the last 5 years.

Congregation Name	City	State	Phone
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Congregation Name	City	State	Phone
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Congregation Name	City	State	Phone
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Briefly describe any ministry areas where you have served or feel gifted while at your congregations.

What people and/or experiences have been most significant in increasing your faith?

Describe any spiritual gifts you may have and how you could use them in your position at Open Arms.

NOTICES AND SIGNATURE

I hereby give consent for Open Arms Lutheran Church & Daycare to contact the above employers, references and educational institutions to verify the items listed above. I hereby release Open Arms Lutheran Church and Daycare and the above referenced organizations, referenced persons and employers from all claims, liability and damages that may result from furnishing the information to you. I expressly and fully waive all written notice from all prior employers. I also understand that because of the nature of this position and licensing requirements, I hereby consent to the release of this application or portions of this application to representatives of Department of Consumer and Industry Services or other government agencies.

I certify that all statements on this application are true and complete to the best of my knowledge and belief. I understand that any falsification of this application may be considered sufficient cause for rejection of my application or termination if I am employed. I understand and agree that if employed, my employment will be for no definite period and may be terminated at any time.

Licensing Requirements for Criminal History Verification

In accordance of Public Act 116, childcare centers are required to obtain fingerprints for a Federal Background Check and PSOR clearance. A separate form must be completed with results being clear of any previous incidents or convictions per PA116 exclusions, prior to a final offer of employment being made.

Signature

Date

***All submitted applications are considered as positions become available.
Applications will be kept on file for a period of six months after submission.***

EMPLOYER USE ONLY

2nd Interview Scheduled

Date: _____

Time: _____

Pay Rate Offered

Notes/Comments
