



Application for Employment

Thank you for your interest in, and application for, employment at Springfield Lutheran School. We are an equal opportunity employer and give employment and promotional consideration without regard to race, color, sex, religion, age, or disability. We seek applications for employment who are dedicated, hard working, and seek fulfilling employment. If selected for a job at Springfield Lutheran School, applicants must be willing to have a background check completed and sign the Springfield Lutheran School Statement of Belief Employee Agreement. Additional trainings may be required. For more information, please contact the school office at (417) 883-5717 or sls@rlcmail.org.

General Information (Please type or print legibly with ink.)

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____ Social Security Number: _____

Home Address (including city, state, zip): _____

Cell Phone Number (including Area Code): _____ Home Phone (if applicable): _____

Email Address: _____ Are you eligible to work in the United States? YES NO

Have you ever been arrested, plead guilty, or no contest to any crimes, including misdemeanors? YES NO

If yes, when and where? _____

Have you ever been convicted of a serious misdemeanor or felony crime? YES NO

If yes, when and where? _____

Employment Desired

Position for which application is being made: _____ Date Available: _____

I am available to work (Check all that apply):

Full Time Part Time Mornings Afternoons Evenings Nights

Challenging the Mind, Nourishing the Spirit

Education (High school, college, trade school, other education)

Highest Level of Education Attained: _____ Major Field of Study: _____

School Name: _____ School Location: _____

Dates Attended: _____ Did you graduate? YES NO

Second Highest level of Education Attained: _____ Major Field of Study: _____

School Name: _____ School Location: _____

Dates Attended: _____ Did you graduate? YES NO

Third Highest Level of Education Attained: _____ Major Field of Study: _____

School Name: _____ School Location: _____

Dates Attended: _____ Did you graduate? YES NO

Other Pertinent Education: _____

Certifications: _____

Employment History (List most recent first. Include any military service.)

Employer Name: _____ Job Title: _____

Employer Address: _____ Phone Number: _____

Supervisor's Name: _____ Reason for Leaving: _____

Description of Duties: _____

Dates of Employment: _____

Employer Name: _____ Job Title: _____

Employer Address: _____ Phone Number: _____

Supervisor's Name: _____ Reason for Leaving: _____

Description of Duties: _____

Dates of Employment: _____



Employer Name: _____ Job Title: _____

Employer Address: _____ Phone Number: _____

Supervisor's Name: _____ Reason for Leaving: _____

Description of Duties: _____

Dates of Employment: _____

References *(List two employment references [persons not related to you, whom you have known for at least one year], and one character reference whom you have known for at least one year.)*

Name	Address	Phone	Years Acquainted
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Please read the following statements, ask any questions, and sign below.

I certify that the above information is true and correct and give authorization for investigation of all statements and information contained in this application, my resume, and/or other documents/information verbally obtained during an employment interview. I voluntarily consent to allow Springfield Lutheran School to check my references by contacting any persons, company, or governmental entity they deem to be an appropriate reference. I understand the reference questions may pertain to my personal or educational background, work experience, character, and behavior. I understand my employment is subject to satisfactory verification of this information and agree that deliberate falsification of this document or significant omissions shall be grounds for employment consideration, disqualification, or dismissal from employment if discovered at a later date. I pledge, if hired, to comply with the guidelines of conduct and company policies and procedures of Springfield Lutheran School. I also realize that company policies, procedures, practices, or statements made during an interview or employment do not create an employment contract, by implication or otherwise. I further understand and agree that my employment is for no definite period of time and may, regardless of time and manner, be terminated by the company or myself with or without cause or previous notice.

This application will be kept in a current file for thirty days. If not contacted during that period of time, it may be necessary to complete another application to receive further employment consideration.

Signature: _____

Date: _____