



Application for Employment

Date \_\_\_\_\_

Personal Information

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Region \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Are you 16 years of age or older?  YES  NO (If not you may be required to provide authorization to work.)

Are you 18 years of age or older?  YES  NO

Are there other names under which you have worked or attended school?  YES  NO If YES, please list:

\_\_\_\_\_

Are you legally able to work in the United States?  YES  NO

Do you have any pending charges or offenses, including but not limited to any criminal, municipal, or local ordinance violations, but excluding minor traffic violations?  YES  NO

Have you ever been convicted of any felony, misdemeanor, or other offense, including but not limited to any criminal, municipal or local ordinance violations?  YES  NO

If yes, Please explain:

\_\_\_\_\_

\_\_\_\_\_

Note: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position

Position Desired

Position Title \_\_\_\_\_

If you selected OTHER, please specify. \_\_\_\_\_

Available as of (date) \_\_\_\_\_

Available to work  Full-Time  Part-Time  Pool (every other weekend)

Shift Preference  1st  2nd  3rd

Desired Salary \_\_\_\_\_

Have you been employed at Lutheran Home and Harwood Place before?  YES  NO

If Yes, position title at that time? \_\_\_\_\_

Where did you hear about this position for which you are applying?

Employee or Volunteer  MilwaukeeJobs.com  Indeed.com  LinkedIn  Facebook

School/College  Other \_\_\_\_\_

If you selected from Lutheran Home and Harwood Place employee or volunteer whom may we thank?

(First and last name): \_\_\_\_\_

## Employment History

If currently employed, may we contact that employer?  YES  NO

**1. Employer (most Recent)** \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Region \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_

Specific Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**2. Employer** \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Region \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_

Specific Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**3. Employer** \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Region \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_

Specific Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**4. Employer** \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Region \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_

Specific Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Education**

Current high school student  YES  NO

High school diploma or equivalent received?  YES  NO

Name of High School \_\_\_\_\_

List additional Special/College/Professional information if applicable:

2-year degree  4-year degree  Masters

Institution Name: \_\_\_\_\_

Location: \_\_\_\_\_

Major subjects? \_\_\_\_\_

Diploma or degree received?  YES  NO

**Skills and Qualifications**

List any special considerations, training, certification, registration, etc. which may be important to the particular position for which you are applying. Please include professional license or certification numbers and expiration dates. CNA/CBRF:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that all information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that any misrepresentations, omissions, false or evasive information, may result in denial of employment or be cause for subsequent dismissal if I am hired.

I authorize LutheranLiving Services to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about my employment. I hereby authorize any former employer, firm, corporation, or government agency to answer any and all questions and to release or provide any information within their knowledge or records. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.

I understand that a job offer made to me will be contingent upon satisfactory physical examination, drug screen, employment references, and criminal background investigation.

I understand that whether or not I become employed by LutheranLiving Services, I recognize that this application is not and should not be considered a contract of employment. I also understand that employment at LutheranLiving Services is on an at-will basis and that my employment may be terminated with or without cause, for any reason or for no reason at all, with or without notice, at any time, at my option or LutheranLiving Services unless specifically provided otherwise in a written employment contract. I further understand that no company representative has the authority to enter into a contract with me regarding duration of terms and conditions of employment other than an officer of LutheranLiving Services and then only by means of a signed, written document.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_