

St. Mark's Lutheran School  
500 Meramec Blvd.  
Eureka, MO 63025



## Application for Employment

Date: \_\_\_\_\_

*Please Print*

### Tell Us About Yourself

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Do you have a reliable means of transportation to work? \_\_\_\_\_

What wage rate are you expecting? \_\_\_\_\_

If you are younger than 18 years old, how old are you? \_\_\_\_\_

Are you a legally authorized to work in the U.S.? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ *Note: Please do not answer "yes" or provide any information about convictions that have been erased, expunged, sealed, pardoned, set aside, vacated, annulled or otherwise eradicated by a court. A "yes" response will not necessarily disqualify an applicant from employment. Failure to answer this question accurately could cause denial of employment or termination of employment.*

If yes, please indicate the crime, date of conviction, nature of circumstances, state in which offense occurred, and sentence (if any).: \_\_\_\_\_

### Availability

*School Year* Monday: From \_\_\_\_\_ To \_\_\_\_\_

*Summer* Monday: From \_\_\_\_\_ To \_\_\_\_\_

Tuesday: From \_\_\_\_\_ To \_\_\_\_\_

Tuesday: From \_\_\_\_\_ To \_\_\_\_\_

Wednesday: From \_\_\_\_\_ To \_\_\_\_\_

Wednesday: From \_\_\_\_\_ To \_\_\_\_\_

Thursday: From \_\_\_\_\_ To \_\_\_\_\_

Thursday: From \_\_\_\_\_ To \_\_\_\_\_

Friday: From \_\_\_\_\_ To \_\_\_\_\_

Friday: From \_\_\_\_\_ To \_\_\_\_\_

Limitations to Availability: \_\_\_\_\_

Minimum weekly number of hours needed to work: \_\_\_\_\_ Maximum weekly number of hours able to work: \_\_\_\_\_

### Education

High School (Last attended): \_\_\_\_\_ Location: \_\_\_\_\_

Did you Graduate? \_\_\_\_\_ Grade Point Ave.: \_\_\_\_\_

College & Vocational Schools: \_\_\_\_\_ Location: \_\_\_\_\_

Did you Graduate? \_\_\_\_\_ If yes, Degree & Major: \_\_\_\_\_ Grade Point Ave.: \_\_\_\_\_

College & Vocational Schools: \_\_\_\_\_ Location: \_\_\_\_\_

Did you Graduate? \_\_\_\_\_ If yes, Degree & Major: \_\_\_\_\_ Grade Point Ave.: \_\_\_\_\_

## Previous Employment History

PLEASE LIST YOUR THREE MOST RECENT JOBS (Including babysitting, lawn care, or volunteer work):

1.Name & Address of Employer: \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Wage Rate: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

2. Name & Address of Employer: \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Wage Rate: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

3. Name & Address of Employer: \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Wage Rate: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Relevant Skills: \_\_\_\_\_

## Personal Background

Please list job-related awards and /or leadership positions held (work or school): \_\_\_\_\_

## Military Service

Have you served in the military? \_\_\_\_\_ Branch: \_\_\_\_\_ Rank: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Relevant Skills: \_\_\_\_\_

## References

Please provide three references (Current or past employers or supervisors; teachers; others familiar with your job qualifications)

Name	Address	Phone	Relationship	Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Please read the following statements carefully and sign.

*I understand that I am applying for employment at St. Mark's Lutheran School. I further understand that completion of this application does not indicate that there are any positions currently open and does not obligate the school to hire me.*

*I certify that all of the answers given in this application are true and complete to the best of my knowledge and that I have personally completed this application. I understand that providing false or misleading information or omitting pertinent information in my application or a job interview shall be grounds for rejection of this application or for immediate discharge if I am employed.*

*I understand that if I am employed, my employment will be for no definite period of time. I understand that my employment may be terminated at will with or without cause, and with or without notice, at the option of either the school or me.*

*I authorize all persons or businesses contacted by or on behalf of the school about me or my application to disclose any and all performance reviews, reports, and other documents and information related to my background work history and qualifications, without giving me prior notice of such disclosure. I also authorize the persons named herein as references and others of whom the school may inquire about my background to provide the school with any pertinent information they may have regarding me. By signing below, I fully release the school, my former employers and all other persons, and businesses from any and all claims, demands, or liabilities arising out of or in any way related to such references or disclosures.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date