

# APPLICATION FOR EMPLOYMENT

**St. Matthew's Lutheran Church**  
**3668 Ridge Road, Perkasie, PA 18944**  
 215-795-2965  
 office@kellerschurch.org

PERSONAL INFORMATION				
Last Name	First Name	Middle Initial	Social Security #	
Present Address: Street		City	State	Zip
Home Phone Number	Cell Phone Number		Email Address	
US Citizen? Yes No	If No: Visa Type and/or immigration #		Maiden or Other Names	
Have you been a resident of PA For the last 2 years? Yes No		If No, previous address:		
Ever Convicted of a Misdemeanor or Felony? Yes No If Yes, provide details (Conviction will prevent employment if job related )				
Have you ever been employed by a religious institution? Yes No If Yes, provide name address and dates of employment				
How were you referred to St. Matthew's Lutheran Church				
Self	Church Member (Name: _____ )	Advertisement	Agency	Internet Other
EMPLOYMENT DESIRED				
Desired Employment Status Full Time (40 hrs/wk) Part Time (20-35 hrs/wk) Part Time (<20 hrs/wk)		Type of Position	Expected Salary Range	
What experiences/skills make you qualified for this position?			Why are you interested in St. Matthew's Lutheran Church?	
Are you able to perform the essential duties of the position for which you are applying? Yes No			If No, what accommodations are required to allow?	
EDUCATION				
TYPE OF SCHOOL	SCHOOL NAME/ADDRESS	COURSE OF STUDY	DIPLOMA/DEGREE/CERTIFICATION	
High School/GED				
Business Technical College/University				
Other				
List any other skills and/or qualifications which would relate to the position you seek, e.g. secretarial, technical, job related foreign language proficiency, data processing, special equipment used etc.				
MILITARY EXPERIENCE				
Dates of Service: From to		Branch of Service	Rank at Discharge	Duties

WORK HISTORY			
May we contact this employer?    Yes    No			
Current or last Employer			
Complete Address			
Supervisor's Name			
Position Title			
Dates of Employment From            to	Beginning Salary	Ending Salary	Employment Status
Major Duties or Accomplishments			
Reason(s) for Leaving			
WORK HISTORY (Continued)			
May we contact this employer?    Yes    No			
Current or last Employer			
Complete Address			
Supervisor's Name			
Position Title			
Dates of Employment From            to	Beginning Salary	Ending Salary	Employment Status
Major Duties or Accomplishments			
Reason(s) for Leaving			
WORK HISTORY (Continued)			
May we contact this employer?    Yes    No			
Current or last Employer			
Complete Address			
Supervisor's Name			
Position Title			
Dates of Employment From            to	Beginning Salary	Ending Salary	Employment Status
Major Duties or Accomplishments			
Reason(s) for Leaving			
REFERENCE—PLEASE LIST ADDITIONAL WORK RELATED REFERENCES			
Name	Relationship	Phone Number	Years Known

I certify the statements made on this application are true and correct, and hereby grant St. Matthew's Lutheran Church permission to verify the information contained herein.

I understand the giving of false information or the failure to give complete information requested here shall constitute grounds, among others, for rejection of my application or my immediate dismissal in the event of my employment by St. Matthew's Lutheran Church.

I understand my employment with St. Matthew's Lutheran Church is contingent upon the receipt of satisfactory references and recommendations from former employers and verification of employment eligibility.

In the event that I am offered employment, I understand that I may be required to satisfactorily complete a confidential, job related pre-placement physical examination, and may be required to complete a periodic physical examination and /or drug testing during my employment. Furthermore, I agree to conform to the rules and regulations of St. Matthew's Lutheran Church, part of which includes review of criminal history. The outcome of reviews may result in an offer of employment being rescinded or active employment being terminated.

I understand this application for employment and any other St. Matthew's Lutheran Church documentation are not contracts of employment and that if any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the facility at any time and for any reason.

I hereby grant permission for the authorities of St. Matthew's Lutheran Church to investigate my references and release St. Matthew's Lutheran Church and all previous employers from any and all liability resulting from such investigation.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_