

**NAZARETH EVANGELICAL LUTHERAN CHURCH**  
7401 University Ave ♦ Cedar Falls, Iowa 50613 ♦ 319.266.7589 ♦ naz.org

**APPLICATION for EMPLOYMENT**

Position desired: \_\_\_\_\_ Wage desired: \_\_\_\_\_

How did you become aware of this position? \_\_\_\_\_

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

Name: \_\_\_\_\_  
(Last) (First) (Middle initial)

Former Name(s): \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip Code)

E-mail address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (Work) (Cell)

### WORK EXPERIENCE

Date Employed (month/year)	Place of Work (include address & phone)	Position & Salary or Wage	Supervisor's Name & Phone Number	Reason for Leaving
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

### EDUCATION

	Name & Location	Number of Years attended	Graduated Yes/No
High School			
College(s)			
Trade, Business or Correspondence School			

## REFERENCES

(List at least three (3) references who are familiar with your performance, experience and character.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## BACKGROUND INFORMATION

Are you, or have you ever been, listed on a sex offender registry? Yes  No

Are you, or have you ever been, listed on a child or dependent adult abuse registry? Yes  No

Have you ever been found guilty, accepted a guilty or Alford plea, or entered a plea of no-contest for any criminal charge? Yes  No

Have you ever received a deferred judgment, or in some other way had a guilty plea or conviction removed from your record? Yes  No

If you answered "yes" to any of the above questions, provide date, incident, specific charge, city/state in which it occurred:

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

Have you ever been asked to resign from a position, or been given the choice of resigning or being terminated from your position? Yes  No

Have you ever been the subject of an investigation or other formal/informal proceeding that resulted in the termination of your employment or resignation? Yes  No

Have you ever been the subject of an investigation into wrong doing, or other formal/informal proceeding, resulting in disciplinary or criminal action? Yes  No

Briefly explain any "yes" response(s): \_\_\_\_\_  
\_\_\_\_\_

*Responding "yes" to any of the previous questions is not an automatic bar to employment. The date of the offense and the relationship between the offense or infraction and the position for which you are applying will be considered.*

• Are you legally eligible to work in the United States? Yes  No

• Do you have a valid driver's license? Yes  No

• Are you able to perform with or without reasonable accommodation, the essential job functions required of the position? Yes  No

## AGREEMENT

(Read carefully before signing or submitting electronically)

By my signature:

- I acknowledge that individuals who provide false, inaccurate, or incomplete information in the application form, in an interview, or any other part of the hiring process or who fail to disclose information requested in the application form, in an interview, or any other part of the hiring process will not be eligible for employment, or, if they are hired, they will be subject to termination.
- I acknowledge that to the fullest extent permitted by state and federal law, Nazareth Evangelical Lutheran Church (NELC) will consider all information concerning an applicant or an employee in making hiring, termination, and other employment-related decisions. The term "all information" includes information of any kind (verbal, written, photographic, videographic, etc.) that is accessible in any medium (print, electronic, etc.) from any source.
- I acknowledge that NELC will consider public information and other information to which it has lawful access. This may include information that is contained in social networking sites, blogs, and other electronic sites, such as YouTube. If there is information that pertains to me that I believe requires explanation, interpretation, or clarification when it is considered by NELC, it is my obligation to communicate this information to NELC.
- I authorize NELC to conduct a complete check regarding my background including, but not limited to, criminal record, child and dependent adult abuse registry screening, and sex offender registry. I agree to prepare and sign any other form necessary to complete a criminal background check. I further authorize all government agencies, departments, bureaus, or related entities to release any and all information regarding my criminal history, if any. I agree to immediately notify NELC if I should be convicted of any crime while my application is pending, or during my period of employment, if hired.
- I authorize all current and former employers, staff, and references to release all information regarding any person contacted as a reference concerning this application.
- I acknowledge that information that is relevant to NELC's decisions will be considered regardless of the date on which NELC obtains the information and regardless of the date on which the information was first published, created, or made accessible to NELC.
- I understand that this application will be considered active for twelve (12) months from the date filed. I further understand that if I am employed by NELC, this application and associated documents will become part of my permanent record.
- I understand that this application is not a contract of employment. In accepting the position, if hired, I understand that employment is at will, unless otherwise specified by the Code of Iowa. I acknowledge that NELC may discharge an at-will employee at any time for any legal reason or no reason at all.

By my electronic submission of this form:

- I attest that all the information contained in this application is accurate, complete, and true.
- I am bound by all elements of the agreement section of the application.
- I understand and accept that electronic submission will be considered equivalent to an original hand written signature on a paper copy of the application.

Name (Print): \_\_\_\_\_

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

NELC will select for employment qualified applicants for each position without improper discrimination on the basis of race, religion, color, sex, marital status, disability, national origin, ancestry, age (40 or over) or military service/veteran status or any other characteristic protected by local, state or federal law.