Manitowoc Lutheran High School

Application for Employment



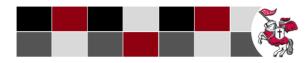
INSTRUCTIONS: The application must be filled out accurately and completely. Answer all questions. Do not leave any item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page.

It is the policy of Manitowoc Lutheran High School (MLHS) to consider all applicants for employment without regard to age, race, color, handicap (disability), marital status, national origin, ancestry, military reserve status or any other unlawful basis.

Persona	I Information		Social Security N	lumber
Nama				
Name	Last	First		Middle Initial
Address				
	Street	City		State Zip
Phone		Email		
What pos	ition are you applying	for:		
Available	for: Full time	Part time	Temporary	Volunteer
Date you	are available to start e	mployment at MLHS:		
	ubject to verification the nder 18 years of age:	hat applicant meets legal ag	ge and U.S. work p If yes, indicate dat	
Have you	the legal right to work	in the U.S.: Yes	No	
	ever been convicted o facts involved includin		riminal charges pe	ending against you? If yes, describe
*A crimin	al conviction or pendin	g charges will not necessari	ly bar an applican	t from employment.
	previously applied or busly Applied	peen employed at MLHS? Previously Employed	Never applie	d and never employed at MLHS
If previous	sly applied or previous	ly employed, what were the	e dates?	
Are you a	current member of the	e Wisconsin Ev. Lutheran Sy	nod? (WELS)	Yes No
If no, are	you a member of a sim	ilar religious denomination	?	Yes No
If yes, plea	ase indicate:			
_	ous employer, MLHS g with WELS.	ives preference to WELS me	mbers or member	s of religious denominations in
How did y	ou hear about the pos	ition? Bulletin	Friend Rela	tive Employee Other

Manitowoc Lutheran High School

Application for Employment



EDI	JCA	١T١	0	N

EDUCATION					
	Name	City	State	Major Subject	Degree/Diploma
High School					
College					
College					
College					
Graduate School					
Business, Trade or Other					
Please list any other special	training, skills and e	experience which will	help you	at MLHS. Importantly	, list all office
equipment you can operate					
EMPLOYMENT RECORD (Beg	ginning with your present	or last position, list the las	st three job	s you have held.*)	
	· · ·	•		•	
Current or Last Employer		Supervisor		Salary	
Address				Phone	
Dates employed:		Position Held:		Reason for Leaving:	
From To					
From To					
Duties:					
Specific Equipment Operated:					
Current or Last Employer		Supervisor		Salary	
Address				Phone	
-		.			
Dates employed:		Position Held:		Reason for Leaving:	
From To					
Duties:					
Specific Equipment Operated:					
Current or Last Employer Supervisor Salary					
Address Phone					
Dates employed: Position Held: Reason for Leaving:					
		Tosition field.		Reason for Leaving.	
From To					
Duties:					
Specific Equipment Operated:					
1	1				

* If additional work history is pertinent, please attach additional documents.

Manitowoc Lutheran High School

Application for Employment



REFERENCES

List at least two responsible adults who have knowledge of your work ethic, experience, and ability. (Do not include relatives.)

Name	Address	Phone#	Occupation

As an applicant for employment with Manitowoc Lutheran High School, I understand the following:

- This application will remain on active file for one (1) year. If I am hired within the period, this form will be transferred to my individual personnel file.
- If I am not hired within one (1) year, this application is no longer active and I will need to reapply for employment if I wish to be considered for a job with MLHS.
- Any misrepresentation or falsification of information or significant omissions will be cause for rejection of
 my application or for subsequent discipline up to and including my dismissal from employment if
 discovered at a later date.
- If my application for employment is accepted, the effective date of my employment shall be the time I actually begin to work. The first 90-180 days of my employment will be an orientation period.
- My employment is not guaranteed for any term, and my employment may be terminated by MLHS or
 myself at any time and for any reason. No MLHS official is authorized to make any oral assurance or
 promise of continued employment. All information (including information and any accompanying resume)
 is subject to verification.
- I authorize and consent to my current and prior employers, educational institutions, and persons or organizations named in this application (or accompanying resume) to release any information to MLHS that may be required to make an employment decision.

Signature		Date	
Authorization for Release of	f Data		
I certify that the facts set for statements I have made.	th in this application are true and complete, a	nd I authorize investigation of the	
performed in good faith and qualifications. I also release MLHS in good faith and with	bility all representatives of Manitowoc Luthera without malice in connection with evaluating from any and all liability all individuals and org out malice concerning my employment compe er privileged or confidential information.	my application, credentials, and ganizations who provide information to	
I understand that my employment at MLHS is contingent upon the satisfactory investigation of my work record and references.			
A reprographic or facsimile c	copy of this authorization is as effective as the	original.	
Signature:	Print Name:	Date	

Manitowoc Lutheran High School 4045 Lancer Circle – Manitowoc, WI 54220 920-682-0215 – <u>www.mlhslancers.org</u> – <u>mlhs@mlhslancers.org</u>