



GRACE LUTHERAN CHURCH & CHRISTIAN SCHOOL

643 W. 13th Ave
Escondido, CA 92025
(760)747-3029

Staff Application

Please type or print

First Middle Other Name Last

Permanent Address: _____
City State Zip

Home Phone _____ Cell Phone _____ Work Phone _____

Mailing Address: (if different) _____
City State Zip

Position Applying for: _____

Have you ever been dismissed or asked to resign from any position? () yes () no

Have you ever been convicted for anything other than a minor traffic violation? () yes () no

(For each of the above questions answered YES, explain the circumstances and attach the statement to this form [Applicants may omit any convictions or the personal possession of marijuana (except for convictions for the possession of marijuana on school grounds or possession of concentrated cannabis that are more than two (2) years old, and any information concerning a referral to, and participation in, any pre-trial or post-trial diversion program])

PAID WORK EXPERIENCE

starting with last position.

DO NOT substitute a resume for this information, it may be attached only as a supplement to this employment record.

POSITION	DATES: From - To	RESPONSIBILITIES	COMPANY	PHONE	SUPERVISOR
WAS THIS POSITION FULL-TIME _____ PART-TIME _____ TOTAL SERVICE YRS. _____ MOS. _____		REASON FOR LEAVING			
POSITION	DATES: From - To	RESPONSIBILITIES	COMPANY	PHONE	SUPERVISOR
WAS THIS POSITION FULL-TIME _____ PART-TIME _____ TOTAL SERVICE YRS. _____ MOS. _____		REASON FOR LEAVING			
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WAS THIS POSITION FULL-TIME _____ PART-TIME _____ TOTAL SERVICE YRS. _____ MOS. _____		REASON FOR LEAVING			

May we contact your present employer? () yes () no

I am available for employment on (date): _____

HIGH SCHOOL EDUCATION

NAME OF HIGH SCHOOL	CITY	YEAR OF GRADUATION

COLLEGE/UNIVERSITY EDUCATION

NAME AND LOCATION OF EACH INSTITUTION	ATTENDED FROM – TO	DEGREE	MAJOR	MINOR

PROFESSIONAL REFERENCES:

NAME	POSITION	PHONE NUMBER

Because we are a faith-based organization, we expect our staff to model the virtues we teach. All members of staff are required to review and sign the Grace Code of Conduct prior to employment.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer’s service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am ‘at will’, free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s representatives.

I also understand that if I am hired, I will be required to provide my fingerprints for background check, proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in the regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date