



Lutheran
Social Services
of North Dakota

Application for Employment

Personal

Last Name	First	Middle	Home ()
Street Address			Business ()
City	State	Zip Code	Email
Have you ever applied for employment with us?			
If yes: Month and Year		Location	
Position applying for: (required)			Pay Expected
Are you available to work?	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		When will you be available to begin work?

Do you have a valid drivers license? Yes No

Are you legally eligible for employment in the United States? Yes No

Have you ever been convicted of a crime? Yes No

If yes, please explain:

Education

If records are under another name, please indicate for reference purposes.

School	Name and Location of School	Course of Study	# of years completed	Did you Graduate?	Degree or Diploma
High School					
Business Trade / Tech.					
College					
Graduate School					

Licenses or Certificates:

Employment

Please give an accurate and complete full-time and part-time employment record. Start with your current or most recent employer. Use additional paper as needed.

1	Company Name	Telephone ()
	Address	Employed (month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	Job Title and Describe Your Work	Reason for Leaving

2	Company Name	Telephone ()
	Address	Employed (month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	Job Title and Describe Your Work	Reason for Leaving

3	Company Name	Telephone ()
	Address	Employed (month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	Job Title and Describe Your Work	Reason for Leaving

4	Company Name	Telephone ()
	Address	Employed (month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	Job Title and Describe Your Work	Reason for Leaving

If you are a final candidate we will contact your current/former employer.

Would you like to be contacted prior to us doing that? Yes No

<p>Membership in Professional or Civic Organizations:</p>

Signature

Please sign and date below to complete your application

The information provided in this application is true, correct and complete to the best of my knowledge. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that if I accept an offer of employment, it is not for a fixed period of time and it may be terminated by myself or the agency at any time. I authorize investigation of all statements contained in this application as may be necessary for arriving at an employment decision.

Signature of Applicant (signed or typed)

Date _____

*Thank You for your interest in employment with
Lutheran Social Service of North Dakota,
an Equal Opportunity Employer*

Equal Employment Opportunity Survey

Completion of this portion is voluntary. You may decline to provide this information and it will have no impact on your application for employment. We ask for your cooperation in supplying this information to support our commitment to fair employment. **

Race / Ethnicity - please check if you are:

Hispanic or Latino (A person having origins in any of the Spanish cultures including, Mexico, Puerto Rico, Cuba, Central America, South America, or any other Spanish culture or origin, regardless of race.)

If you are NOT Hispanic or Latino, please check the appropriate box below:

American Indian / Alaskan Native (A person having origins in any of the original peoples of North, Central or South American and who maintain cultural identification through tribal affiliation or community attachment.)

Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia or the India subcontinent, including for example, Japan, Cambodia, China, India, Korea, Malaysia and the Philippine Islands.)

Black or African American (A person having origins in any of the Black racial groups of Africa.)

Native Hawaiian or other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

Two or More Races (All persons who identify with more than one of the above five races.)

Are you over the age of 18: Yes No (Hire is subject to verification that you are of minimum legal age.)

Sex: Male Female

Birth Date: ____ / ____ / ____ (Month / Date / Year)

Do you have a disability? Yes No

Are you a United States citizen? Yes No

Position Applying For: _____ **Date** _____

**The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, national origin or age. The information below the dotted line is for statistical reports only and for those jobs that require security or background information. The American Disabilities Act of 1992 prohibits discrimination by reason of physical or mental disability. This information will be kept in a separate file and destroyed within 12 months.