



Lutheran Heritage Foundation
 51474 Romeo Plank Rd. Macomb, MI 48042
 (800) 554-0723 www.LHFmissions.org

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street address Apartment/Unit #

City State Zip Code

Date of Birth: _____ Driver's License Number: _____

Phone: _____ Email: _____

Position Applied For: _____ Desired Salary: _____

Date Available: _____ Social Security No: _____

Are you a citizen of the U.S.? Y N If no, are you authorized to work in the U.S.? Y N

Have you ever worked for this company? Y N If yes, when? _____

Have you ever been convicted of a felony? Y N

If yes, explain _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate?: Y N Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate?: Y N Diploma: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate?: Y N Diploma: _____

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Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? ^Y ^N

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? ^Y ^N

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? ^Y ^N

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

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References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

- *I certify that my answers are true and complete to the best of my knowledge.*
- *If this application leads to my employment, I understand that false or misleading information in my application or interview may result in my release.*
- *I understand that if I am employed by LUTHERAN HERITAGE FOUNDATION, such employment will be of an "employee at will" basis, which means that I and LUTHERAN HERITAGE FOUNDATION are free to terminate employment at any time, with or without cause and with or without prior notice, except as may be required by law.*
- *I understand that LUTHERAN HERITAGE FOUNDATION may obtain information about my character, reputation, personal characteristics, criminal history, and financial responsibility in order to evaluate me as a prospective employee. I hereby authorize you to make inquiries of my previous employers, educational institutions, personal acquaintances and references about these matters through personal interviews or other means. Upon written request, additional information as to the nature and scope of the report will be provided.*

Signature: _____ Date: _____