



**Sammamish Hills Lutheran Church**  
 22818 SE 8<sup>th</sup> Street  
 Sammamish, WA 98074  
 Phone: 425-392-7799  
 Fax: 425-392-7897  
 www.shlc.org

**NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION.**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME/MESSAGE PHONE ( ) \_\_\_\_\_ WORK ( ) \_\_\_\_\_

For what position are you applying? \_\_\_\_\_ What date are you available to start work? \_\_\_\_\_

Shift(s) Available: Days  Evenings  Nights  Would you prefer to work: Full time  Part time  Temporary

Will visa or immigration status prevent lawful employment? Yes  No  Proof of right to work in the U.S. will be required if hired.

Are you 18 years or older? Yes  No  If no, employment is subject to minimum legal age requirements.

Have you been convicted of a felony or released from prison within the past ten years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction may not necessarily disqualify you from employment.) Yes  No

If yes, please indicate the date and nature of the offense \_\_\_\_\_

What are your starting wage or monthly salary expectations? \_\_\_\_\_

Have you ever previously applied to or been employed by this church? If yes, when? \_\_\_\_\_

How did you learn about this opening? \_\_\_\_\_

EDUCATION			GRADUATE		
	Name and Location of School	Years Completed	Yes	No	Degrees Received
High School					
College					
Trade					
Business, or					
Graduate School					

Were you known by any other name at any job or school listed on this application? Yes  No  If yes, what name? \_\_\_\_\_

At which job or school were you known by this other name: \_\_\_\_\_

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Typing _____ WPM<br><input type="checkbox"/> Dictation Equipment<br><input type="checkbox"/> Ten Key ____ Touch ____ Sight | <input type="checkbox"/> Personal Computer and software used: _____<br><input type="checkbox"/> Other computer skills: _____<br><input type="checkbox"/> Accounting: _____ | Indicate any other skills related to the position you are seeking: _____<br>_____<br>_____<br>_____ |
|---|--|---|

**EQUAL OPPORTUNITY EMPLOYER**

**EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)**

Please start with most recent employer, include military service. If currently employed, may we contact your employer? Yes  No

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_  
Duties \_\_\_\_\_

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Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_  
Duties \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_  
Duties \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_  
Duties \_\_\_\_\_

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**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize Sammamish Hills Lutheran Church to investigate all statements contained in this application and to request information about me from previous employers and educational institutions. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information that may be sought in arriving at an employment decision.

I understand Sammamish Hills Lutheran Church cannot make any guarantees that my application will be considered for any or all open positions it may have, or that my application will be considered for any specific length of time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in dismissal. I also understand that I am required to abide by all current and subsequently issued rules and regulations of Sammamish Hills Lutheran Church and that employment is for no definite period and may be terminated, at any time, with or without notice, by either party.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date