

# 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.

### Personal Information

Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
*Last First Middle Initial*

Address \_\_\_\_\_  
*Street City State Zip*

Phone \_\_\_\_\_ Email \_\_\_\_\_

What position are you applying for: \_\_\_\_\_

Available for:  Full time  Part time  Temporary  Volunteer

Date you are available to start employment at MLHS: \_\_\_\_\_

*Hiring is subject to verification that applicant meets legal age and U.S. work permit requirements.*

Are you under 18 years of age:  Yes  No If yes, indicate date of birth: \_\_\_\_\_

Have you the legal right to work in the U.S.:  Yes  No

Have you ever been convicted of a crime or are there any criminal charges pending against you? If yes, describe in full the facts involved including dates. \*

*\*A criminal conviction or pending charges will not necessarily bar an applicant from employment.*

Have you previously applied or been employed at MLHS?

Previously Applied  Previously Employed  Never applied and never employed at MLHS

If previously applied or previously employed, what were the dates? \_\_\_\_\_

Are you a current member of the Wisconsin Ev. Lutheran Synod? (WELS)  Yes  No

If no, are you a member of a similar religious denomination?  Yes  No

If yes, please indicate: \_\_\_\_\_

*As a religious employer, MLHS gives preference to WELS members or members of religious denominations in fellowship with WELS.*

How did you hear about the position?  Bulletin  Friend  Relative  Employee  Other

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### EDUCATION

	Name	City	State	Major Subject	Degree/Diploma
High School					
College					
College					
Graduate School					
Business, Trade or Other					

Please list any other special training, skills and experience which will help you at MLHS. Importantly, list all office equipment you can operate and software you have used or on which you are trained.

### EMPLOYMENT RECORD *(Beginning with your present or last position, list the last three jobs you have held.)\**

Current or Last Employer _____ Supervisor _____ Salary _____	
Address _____ Phone _____	
Dates employed:	Position Held:
From _____ To _____	Reason for Leaving:
Duties:	
Specific Equipment Operated:	

Current or Last Employer _____ Supervisor _____ Salary _____	
Address _____ Phone _____	
Dates employed:	Position Held:
From _____ To _____	Reason for Leaving:
Duties:	
Specific Equipment Operated:	

Current or Last Employer _____ Supervisor _____ Salary _____	
Address _____ Phone _____	
Dates employed:	Position Held:
From _____ To _____	Reason for Leaving:
Duties:	
Specific Equipment Operated:	

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

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### 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 Data

I certify that the facts set forth in this application are true and complete, and I authorize investigation of the statements I have made.

I release from any and all liability all representatives of Manitowoc Lutheran High School (MLHS) for their acts performed in good faith and without malice in connection with evaluating my application, credentials, and qualifications. I also release from any and all liability all individuals and organizations who provide information to MLHS in good faith and without malice concerning my employment competence, ethics, character and other qualifications, including other privileged or confidential information.

I understand that my employment at MLHS is contingent upon the satisfactory investigation of my work record and references.

A reprographic or facsimile copy of this authorization is as effective as the original.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Manitowoc Lutheran High School  
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