

APPLICATION FOR EMPLOYMENT



Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, 9-digit Zip code \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ E-mail \_\_\_\_\_

Are you a U. S. citizen? Yes  No  Have you ever been convicted of a crime? No  Yes

Position desired \_\_\_\_\_

**PREVIOUS EMPLOYMENT** Please list last three positions beginning with the most recent.

Employer name and complete address \_\_\_\_\_ Dates employed \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Starting salary \$ \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Describe, in detail, your job description \_\_\_\_\_

May we contact supervisor for a reference? Yes  No  Reason for leaving \_\_\_\_\_

Employer name and complete address \_\_\_\_\_ Dates employed \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Starting salary \$ \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Describe duties \_\_\_\_\_

May we contact supervisor for a reference? Yes  No  Reason for leaving \_\_\_\_\_

Employer name and complete address \_\_\_\_\_ Dates employed \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Starting salary \$ \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Describe duties \_\_\_\_\_

May we contact supervisor for a reference? Yes  No  Reason for leaving \_\_\_\_\_

**CONGREGATIONAL MEMBERSHIP**

Member of \_\_\_\_\_ Church

Complete address \_\_\_\_\_

**EDUCATION** Please list any post-secondary education.

\_\_\_\_\_  
School Dates attended Major/Degree

Comments \_\_\_\_\_

\_\_\_\_\_  
School Dates attended Major/Degree

Comments \_\_\_\_\_

**STATUS** Clergy  Associate in Ministry  Lay

**REFERENCES** Please list three professional references.

\_\_\_\_\_  
Name Association Telephone

\_\_\_\_\_  
Complete address E-mail

\_\_\_\_\_  
Name Association Telephone

\_\_\_\_\_  
Complete address E-mail

\_\_\_\_\_  
Name Association Telephone

\_\_\_\_\_  
Complete address E-mail

Please return the completed application and questionnaire with your resume to

Metigoshe Ministries  
165 Lake Loop Road  
Bottineau ND 58318-8055

What do you feel are your strongest personality attributes?

What areas do you feel need improvement?

In what ways does your faith influence your daily working situation?

What is the most challenging thing you have ever done?

Do you have any experience with non-profit organizations?

Do you feel confident enough to work on your own and organize your workload knowing the work that needs to be done? If so, please state an example.

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING.**

1. All the information provided on this Application for Employment form is complete and accurate to the best of my knowledge.	
2. If I become employed by Metigoshe Ministries, I will be expected to understand, respect, and support the mission of the ELCA.	
3. Metigoshe Ministries has my permission to investigate, at its discretion, my past employment history, references, and any other information contained in this application.	
4. I understand misrepresentation of any facts in this application will disqualify me from further consideration or, if I am employed by Metigoshe Ministries, could be sufficient cause for my dismissal.	
5. In compliance with the federal laws that require employers to hire only individuals who are authorized to be lawfully employed in the United States, all offers of employment are subject to verification of an applicant's identity and employment authorization. Therefore, I understand that I must submit such documents as required by law to verify my identification and employment authorization on the first day of employment.	
6. I understand that nothing contained in this application or contained in the Personal Policies of Metigoshe Ministries or the granting of an interview is intended to create a contract between Metigoshe Ministries and me, either for employment or for providing any benefits. No promises regarding employment have been made to me. I understand that no such promise or guarantee is binding upon Metigoshe Ministries unless it is made in writing.	
7. <i>Equal Opportunity Employer</i> —Metigoshe Ministries does not discriminate based on age, ancestry, color, gender, disability, national origin, or race. It is expected that every staff member attests to being a Christian, in support of the theology and the practices of the ELCA.	
8. I have read and fully agree to statements and conditions 1. through 7. above.	
Applicant's signature	Date

*After receipt and review of your application and resume, it is possible that an interview will be arranged with you. Thank you for your interest in Metigoshe Ministries.*