

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.