

# Application for Employment

## Federal Work Study

**AN EQUAL OPPORTUNITY EMPLOYER:** All employment decisions are made without regards as to race, color, religion, sex, national origin, age creed, ancestry, handicap or disability, and any other category protected by law.

**Date**

Your Contact Information

First Name

Last Name

Social Security Number

Primary Phone

E-mail Address

Phone

Present Address

Permanent Address

Can you, after employment, submit verification of your identity and legal right to work in the United States in accordance with federal law?

Yes

No

In case of emergency, contact

Phone

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Which position are you applying for?

Specify days and hours available to work

Part-time

Full-time

How did you hear about this position?

Direct contact with the FAO

FWS Posting Board

Other student

Have you ever been employed by or have you previously applied to the Lutheran Theological Seminary at Philadelphia?

Yes

No

If yes, please list the location(s) and date(s)

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Education

School Name

Location

From

To

Degree(s) Earned

School Name

Location

From

To

Degree(s) Earned

Employment Record

Employer Name and Location

From

To

Job Title and Brief Description

Pay  
Rate

Employer Name and Location

From

To

Job Title and Brief Description

Pay  
Rate

Employer Name and Location

From

To

Job Title and Brief Description

Pay  
Rate

Are you currently employed?

Yes

No

May we contact your  
present employer?

Yes

No

Contact Information

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List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

Other qualifications

Specialized skills

PC	Mac	Calculator
Word	Excel	Access

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Have you been convicted of a felony in the past 10 years?

Yes  
No

If yes, please briefly describe the circumstances of your conviction indicating date, place of offense, and disposition of the case.

*A conviction record will not necessarily be a bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.*

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DO NOT answer this question unless you have been informed about the requirements for the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

Yes  
No

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References

First Name	Last Name
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E-mail Address	Phone
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First Name	Last Name
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E-mail Address	Phone
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First Name

Last Name

E-mail Address

Phone

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If your application is considered favorably, on what date will you be available for work?

APPLICANT AUTHORIZATION: The Lutheran Theological Seminary at Philadelphia (LTSP) (its employees, offices, agent, and authorized representatives) is hereby authorized to contact persons, schools, employers and organizations named in the application to request relevant information. I hereby release former employers and LTSP from all liability on account of furnishing such information to LTSP. All information on this application is complete and accurate to the best of my knowledge. I understand and agree that if employed, any false statements, deliberate omission or material misrepresentation on this application shall be considered sufficient cause for dismissal.

By initialing this application I understand that my employment may be terminated by LTSP or myself, at any time and for any reason. Nothing in this application, the interview process, or the course of my employment with LTSP, if hired, will constitute a contract of employment except an express written and signed employment contract. I further understand that if hired, I agree to abide by all present and subsequently issued rules of LTSP. Applicants employed by LTSP respect and support the mission of the ELCA. I also have a continuing obligation to inform LTSP about any condition in my physical or mental health, which could affect my employment, my fellow employees, or the relationship of LTSP with its community.

Initials

Date