



Living Word Lutheran Church
800 E Southview Ct
Marshall, MN 56258
EMPLOYMENT APPLICATION

Today's Date: _____

Date of Availability _____

Office Use Only:

Application Received _____

Reviewed by: _____

☐ Background Check

I. PERSONAL INFORMATION (Please print clearly):

Name

Address

City

State

Zip

Drivers' License Number

Issuing State

Expiration

Home Phone Number

Cell Phone Number

Email

Social Security Number

Are you legally eligible to work in the United States?

_____ Yes

_____ No

If asked, could you provide proof of your citizenship?

_____ Yes

_____ No

II. PROFESSIONAL EXPERIENCE AND EMPLOYMENT HISTORY:

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, make copies of Page 2 and follow the same format.

Employer

Position

Employer Address

City

State

Zip

Supervisor's Name, Title & Position

Supervisor's Phone

Number of Years FT/PT

Start Date

End Date

Can we contact supervisor?

Reason for leaving

Employer			Position		
Employer Address		City	State	Zip	
Supervisor's Name, Title & Position			Supervisor's Phone		
Number of Years FT/PT	Start Date	End Date	Can we contact supervisor?		
Reason for leaving					

Employer			Position		
Employer Address		City	State	Zip	
Supervisor's Name, Title & Position			Supervisor's Phone		
Number of Years FT/PT	Start Date	End Date	Can we contact supervisor?		
Reason for leaving					

Employer			Position		
Employer Address		City	State	Zip	
Supervisor's Name, Title & Position			Supervisor's Phone		
Number of Years FT/PT	Start Date	End Date	Can we contact supervisor?		
Reason for leaving					

(If needed, duplicate this page (Page 2) to provide additional experience and employment history.)

Living Word does not discriminate in employment on the basis of gender, race, national or ethnic origins, age, or disability; nor does Living Word discriminate in enrollment or in the provision of its programs and services on the basis of gender, race, or national or ethnic origins.

III. REFERENCES:

Give three personal references who are qualified to speak to your character and Christian service. Please list your current pastor first, if possible.

_____ Name and how you know this person	_____ Email	_____ Phone
_____ Name and how you know this person	_____ Email	_____ Phone
_____ Name and how you know this person	_____ Email	_____ Phone

Give three professional references who are qualified to speak to your professional training and experience. Please list your most recent supervisor first.

_____ Name and position	_____ Email	_____ Phone
_____ Name and position	_____ Email	_____ Phone
_____ Name and position	_____ Email	_____ Phone

IV. EDUCATION:

List educational institutions attended.

_____ Institution	_____ Location	_____ Degree	_____ Major/Minor	_____ Grad Year
_____ Institution	_____ Location	_____ Degree	_____ Major/Minor	_____ Grad Year
_____ Institution	_____ Location	_____ Degree	_____ Major/Minor	_____ Grad Year

Highest degree earned: _____

Number of graduate semester hours earned after highest degree: _____

V. LIVING WORD LUTHERAN CHURCH STATEMENT OF FAITH:

- A. We believe that the Word always has been, and that the Word is God. We believe the Word was made flesh through Jesus Christ. (John 1:1-14)
- B. There is one God, but three persons: Father, Son, and Holy Spirit. (2 Corinthians 13:11-14)
- C. As human beings we are all sinners and fall short of the glory of God. Forgiveness and salvation are gifts which we receive by faith in Jesus Christ. (Romans 3:23-24)
- D. You receive the assurance of salvation in Jesus Christ when you, "Confess with your mouth Jesus is Lord, and believe in your heart that God raised Him from the dead." (Romans 10:9)

- E. In baptism God forgives sin, delivers from death and the devil, and gives everlasting salvation to all who believe what he has promised. He who believes and is baptized shall be saved. (Mark 16:16)
- F. The Bible is God's inspired and authoritative word. Because God speaks to us in the reading of the Bible, Christ's disciples are called to read the Bible on a regular basis. (2 Timothy 3:16-17)
- G. The Word of God is living and active, sharper than any double-edged sword. (Hebrews 4:12)
- H. We teach "The Marks of Discipleship": daily prayer, weekly worship, Bible reading service, relationship with other believers, and faithful stewardship. (2 Timothy 4:15)
- I. The church is a gift of God's grace. Believers in the church are family, brothers, and sisters in Christ, who are called to encourage spiritual growth and accountability in each other. (Mark 3:33-34)
- J. The heart of a believer desires to worship God. In our worship of God, we glorify Him through word, song, and sacraments. We come to understand our sin, our need for a savior, and our dependence on God. God uses worship to speak to us and nurture our faith. (John 4:24)
- K. We believe that the institution of marriage is a sacred covenant designed by God as a lifelong commitment between one man and one woman. Christians are called to defend and protect God's marriage design and to minister in Christ's name to those who suffer the consequences of its brokenness. (Matthew 19:4-6)
- L. We are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. Our faith and discipleship lead to works, not in order to earn God's acceptance, but to glorify God for the gift of salvation given by grace. We are in this world to share the good news of Jesus Christ. (James 2:14-17)
- M. We value home and family as a place where we are nurtured and equipped in a lifestyle of faith to carry the message of God's love in Jesus Christ into all aspects of daily lives. (Proverbs 22:6)

1. Are you in agreement with and will abide by the above
Living Word Lutheran Church Statement of Faith? _____ YES _____ NO
2. Do you believe the Bible to be the only inspired and infallible Word
of God, our final authority in all matters of faith, truth, and conduct? _____ YES _____ NO

VI. CHRISTIAN BACKGROUND AND PERSONAL PHILOSOPHY:

Please answer the following questions using the last page of this form:

1. In one or two paragraphs, describe your personal relationship with and commitment to Jesus Christ.
2. Please list any additional information that you would like to present regarding your candidacy for this position.

VII. BACKGROUND CHECK:

A criminal conviction is not an automatic disqualifier for employment. As a condition of employment, a background check may be completed. Convictions that are related to the job (ex: felony, theft, assault, drug or alcohol) may be a determining factor to successfully completing the hiring process. Do you wish to continue?

Yes No

Comments

VIII: APPLICANT'S CERTIFICATION AND AGREEMENT:

I understand that Living Word does not discriminate in its employment practices against any person because of gender, race, national or ethnic origin, age, or disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (Print) _____ **Date** _____

Applicant's Signature _____

IX: APPLICATION PROCESS AND CHECKLIST

Please include the following items when applying for employment at Living Word Lutheran Church:

- ✓ Cover Letter
- ✓ Resume
- ✓ Completed Application

Position will remain open until filled.

Materials may be emailed, sent via USPS, or physically turned into the church office.

Employer Address:

Living Word Lutheran Church
Attn: Personnel Committee
800 E Southview Ct
Marshall MN 56258-0751

Email Address:

livingword@livingwordmarshall.org

1. In one or two paragraphs, describe your personal relationship with and commitment to Jesus Christ.

2. Please list any additional information that you would like to present regarding your candidacy for this position.