



Application for Employment

Rockford Lutheran School

"Igniting Minds and Souls"

Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." Colossians 3:23-24

APPLICANT INFORMATION

First Name _____ Last Name _____ Check if RLS Alum ☐ Gr Yr _____

Street Address _____ City _____ State _____ Zip _____

Email _____

Phone _____ (☐ Check here if this Number can receive Text Messages)

Alt Phone _____ (☐ Check here if this Number can receive Text Messages)

Have you ever been enrolled in an educational institution or employed under any other name, such as a prior legal name or maiden name, etc.? ☐ Yes ☐ No If so, name(s) used: _____

Are you a U.S. Citizen? ☐ Yes ☐ No Are you eligible to work in the U.S.? ☐ Yes ☐ No

Do you have a valid Driver's License? ☐ Yes ☐ No If Yes, State: _____ CDL or School Bus Lic? ☐ Yes ☐ No

When are you available to start work? _____

If applying for a posted opening, what is the position title? _____

Have you ever been employed by Rockford Lutheran School? ☐ Yes ☐ No If so, dates? _____

FAITH BACKGROUND

Denominational Affiliation _____ Name of Church Attending _____

Number of Years Attending _____ Pastor's Name _____

Are you on the Roster of the LCMS or eligible to receive a Call? ☐ Yes ☐ No Minister Role: _____

CRIMINAL BACKGROUND

Applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, expunged, or convictions that resulted in referral to a diversion program or minor traffic violations when answering the next question. A criminal record does not automatically bar employment by RLS but will be considered only as it relates to the position. Teachers have to undergo a rigorous background check through the State of Illinois and criminal background involving sexual or violent crimes will be serious impediments to employment.

Have you ever been convicted of, or plead guilty or no contest to any criminal offense, including sexual misconduct, other than the applicable exceptions listed above? ☐ Yes ☐ No If Yes, provide date, legal charges and a brief explanation: _____

Are there any charges pending against you for any criminal or civil offense by civil or military authorities?

☐ Yes ☐ No If Yes, provide brief nature of charges, status and court date: _____



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EDUCATION/TRAINING HISTORY

Provide your complete academic and training history below. All degrees will be verified during the background check. The submitted resume is not a substitute for completing this summary section.

	School Name, City, State	Sem. Cr. Hr.	Subject Emphasis or Major(s)	Degree/ Diploma Earned	Honors Received
High School					
College/University					
College/University					
Other Trade or Post-graduate Education					
Professional Training/Cert					
Other Applicable Education					

List other professional training and date completed relevant to position applying to: _____

EMPLOYMENT HISTORY

NOTE: This section of the application must be completed even though additional material is being provided, e.g., resume, vita, or addendum. An incomplete application may result in the application being rejected or delayed which could result in a lost job opportunity. Therefore, please check to ensure that each item has been completed. *Do Not Answer "See Resume."*

List your employment in reverse chronological order beginning with your current or most recent position:

Employer: _____ Address: _____
Dates (mm/yy): from: ____/____ to: ____/____ Hr/Wk or FTE: ____ Title: _____
Duties: _____
Supervisor: _____ May be Contacted? Y ☐ N ☐ Contact Information: _____
Reason for Leaving: _____

Employer: _____ Address: _____
Dates (mm/yy): from: ____/____ to: ____/____ Hr/Wk or FTE: ____ Title: _____
Duties: _____
Supervisor: _____ May be Contacted? Y ☐ N ☐ Contact Information: _____
Reason for Leaving: _____

Employer: _____ Address: _____
Dates (mm/yy): from: ____/____ to: ____/____ Hr/Wk or FTE: ____ Title: _____
Duties: _____
Supervisor: _____ May be Contacted? Y ☐ N ☐ Contact Information: _____
Reason for Leaving: _____



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EMPLOYMENT HISTORY cont.

Employer: _____ Address: _____
Dates (mm/yy): from: ____/____ to: ____/____ Hr/Wk or FTE: ____ Title: _____
Duties: _____
Supervisor: _____ May be Contacted? Y ☐ N ☐ Contact Information: _____
Reason for Leaving: _____

Employer: _____ Address: _____
Dates (mm/yy): from: ____/____ to: ____/____ Hr/Wk or FTE: ____ Title: _____
Duties: _____
Supervisor: _____ May be Contacted? Y ☐ N ☐ Contact Information: _____
Reason for Leaving: _____

Employer: _____ Address: _____
Dates (mm/yy): from: ____/____ to: ____/____ Hr/Wk or FTE: ____ Title: _____
Duties: _____
Supervisor: _____ May be Contacted? Y ☐ N ☐ Contact Information: _____
Reason for Leaving: _____

Please explain any gap of more than 1 month in your work history: _____

PROFESSIONAL REFERENCES

Please list three people who are not related to you that have direct knowledge of your work performance within the past three years.

First and Last Name: _____ Title: _____
Years Known: ____ Work Relationship: _____ Company: _____
Contact Phone: _____ Email: _____

First and Last Name: _____ Title: _____
Years Known: ____ Work Relationship: _____ Company: _____
Contact Phone: _____ Email: _____

First and Last Name: _____ Title: _____
Years Known: ____ Work Relationship: _____ Company: _____
Contact Phone: _____ Email: _____



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EMPLOYMENT HISTORY

IMPORTANT: PLEASE READ THE FOLLOWING STATEMENT BEFORE SIGNING THIS APPLICATION:

Rockford Lutheran School is a Christian educational institution operated as a Recognized Service Organization of The Lutheran Church-Missouri Synod (LCMS) and operates in partnership with the Evangelical Lutheran Church of America (ELCA), and in compliance with Title VII of the Civil Rights Act of 1964, employs only those individuals who meet the religious affiliation requirements established in its school policies.

I understand and agree that if hired, my employment is at will, which means that both the school and I have the right to terminate my employment with or without notice or cause.

I authorize the school and its representatives to investigate any and all of the information contained in this application, to conduct additional investigations of my experience and background as it relates to my application and to contact former employers, unless I otherwise stipulate. Employers provided by the applicant are hereby authorized to give any and all information concerning my previous employment. I hereby release the school from any liability arising from such investigation.

I understand and agree that this application does not represent an offer of, nor contract for, employment. I also understand and agree that if I am offered, and I accept, employment with Rockford Lutheran School that all disputes arising out of such employment shall be resolved by binding arbitration or mediation, and in lieu of any court action, or jury trial, which is expressly waived.

I certify that all of the information I have provided on this application and any associated documents provided in application to work for Rockford Lutheran School are true, accurate and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Applicant Signature

Date

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT A SIGNATURE.

DO NOT WRITE BELOW THIS LINE

FOR HR OFFIC USE ONLY

Date Received: _____ Attachments: _____ Reviewed By: _____

Remarks: _____

Communications with Applicant: _____