



9508 GREAT HILLS TRAIL
 AUSTIN, TEXAS 78759
 (512) 346-5683 Phone
 www.tllc.org

Employment Application

Today's Date: _____

PERSONAL INFORMATION		
NAME (Last Name, First Name, Middle Initial)	Home Telephone:	
Street Address	Business Telephone:	
City, State, Zip Code	Cell Phone:	
Position applying for:	E-mail:	
Do you have any commitments, activities or responsibilities that may hinder work attendance requirements? No Yes If Yes, What are they? _____		
Are you legally entitled to work in the United States? Yes No		
Are you a member of the TLLC Church Council, or a member of a committee or board of the churchwide organization? No Yes If Yes, Which one? _____		
Have you ever been convicted of a crime? No Yes <i>If yes, please attach an explanation on a separate sheet of paper including nature of offense, when, where and disposition. You may omit minor traffic violations, as long as they did not involve alcohol or controlled substances. (A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)</i>		
ADDITIONAL INFORMATION		
<i>Complete this section if the position you are applying for specifies ordained ministry or Lutheran theological background.</i>		
Congregational Membership	Address of Congregation	
Nature of Congregation, Synod, or Other Churchwide Participation		
PROFESSIONAL REFERENCES		
List 3 people (preferably past supervisors)		
Name	Name	Name
Occupation	Occupation	Occupation
Telephone Number	Telephone Number	Telephone Number
Business Address	Business Address	Business Address

Triumphant Love Lutheran Church is committed to a policy of equal employment opportunity. ELCA and TLLC may determine certain positions require ordained clergy or Lutheran theological background.

EMPLOYMENT HISTORY

*Begin with **current or most recent** employer. Note: this page not required if all information is supplied in an attached Resume.*

1	Employer Name	Dates Employed From: _____ To: _____	Position Title
Employer Address & Telephone			Supervisor Name and Title
			Reason for Leaving
Description of Responsibilities			

May we contact your **present** employer prior to any employment? Yes No

2	Employer Name	Dates Employed From: _____ To: _____	Position Title
Employer Address & Telephone			Supervisor Name and Title
			Reason for Leaving
Description of Responsibilities			

3	Employer Name	Dates Employed From: _____ To: _____	Position Title
Employer Address & Telephone			Supervisor Name and Title
			Reason for Leaving
Description of Responsibilities			

4	Employer Name	Dates Employed From: _____ To: _____	Position Title
Employer Address & Telephone			Supervisor Name and Title
			Reason for Leaving
Description of Responsibilities			

5	Employer Name	Dates Employed From: _____ To: _____	Position Title
Employer Address & Telephone			Supervisor Name and Title
			Reason for Leaving
Description of Responsibilities			

6	Employer Name	Dates Employed From: _____ To: _____	Position Title
Employer Address & Telephone			Supervisor Name and Title
			Reason for Leaving
Description of Responsibilities			

PLEASE READ CAREFULLY BEFORE SIGNING

1. All information provided on this Application for Employment form is complete and accurate, to the best of my knowledge.
2. Applicants employed by Triumphant Love Lutheran Church will be expected to understand, respect, and support the mission of TLLC and the ELCA and abide by the rules and policies of **both**.
3. Triumphant Love Lutheran Church has my permission to investigate, at its discretion, my past employment history, personal references, and any other information contained in this application. I agree to sign a Background Check Authorization form to allow TLLC or its representative to obtain my employment and personal information. Any position offered to me is contingent upon the satisfactory completion of **background and** reference checks.
4. Misrepresentation of facts in this application will disqualify me from further consideration or, if I am employed by Triumphant Love Lutheran Church, may be sufficient cause for dismissal.
5. Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant's identity and employment authorization. I understand that it will be necessary for me to submit such documents as are required by law to verify my identification and employment authorization on the first day of employment.
6. I understand that nothing contained in this form or as contained in the Personnel Policies of Triumphant Love Lutheran Church or in the granting of an interview is intended to create a contract between Triumphant Love Lutheran Church and me, either for employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Triumphant Love Lutheran Church unless made in writing.

I fully agree to the statements and conditions listed in 1 through 6 above.

Applicant's Signature

Date