



Employment Application

Instructions

Thank you for your interest in employment at Concordia University-St. Paul (CSP).

If, because of a disability, you are in need of any special assistance with this application form or the application or interview process, please inform a staff member in Human Resources so that appropriate accommodations can be made.

- Please fill out online or print legibly and use a pen.
- Please complete all pages in full. Failure to complete and/or sign the application may result in rejection of your application.
- If you have a resume, you may attach it.
- If you need more space, enclose supplemental page(s).

Personal Information

Legal Name:

First

Middle

Last

Street Address:

City:

State:

Zip:

Contact information (Note: if you do not wish to be contacted at the following, please leave blank)

Home Phone:

Cell Phone:

Background Information

Education and Training

High School last attended:

Did you graduate?

Yes

No

City and State:

If no, do you have a GED?

Yes

No

College, University, or Technical School:

City and State:

Did you graduate?

Yes

No

Major:

Degree Type:

Graduation Date:

Other Training, Current Licenses, Registrations or Certificates:

Date Finished:

Date Finished:

Employment History

Please provide information about your two most recent positions.

Employer Name: _____
Street Address: _____ **Phone:** _____
City: _____ **State:** _____ **Zip:** _____
Start Date: _____ **To:** _____ **May we contact?** Yes No
Beginning Job Title: _____ **Starting Wage:** _____
Ending Job Title: _____ **Ending Wage:** _____
Last Supervisor Name: _____ **Phone:** _____
Reason for leaving: _____
Briefly describe your duties: _____
Briefly list computer software or hardware, tools, vehicles, machinery, equipment, etc. used:

Employer Name: _____
Street Address: _____ **Phone:** _____
City: _____ **State:** _____ **Zip:** _____
Start Date: _____ **To:** _____ **May we contact?** Yes No
Beginning Job Title: _____ **Starting Wage:** _____
Ending Job Title: _____ **Ending Wage:** _____
Last Supervisor Name: _____ **Phone:** _____
Reason for leaving: _____
Briefly describe your duties: _____
Briefly list computer software or hardware, tools, vehicles, machinery, equipment, etc. used:

Applicant Statement

I authorize Concordia University-St Paul, a member of The Lutheran Church-Missouri Synod, to check my statements, references, and those former employers I have indicated. I certify all the information on this application to be true and agree that any misrepresentation or concealment of material fact will be sufficient cause for dismissal.

I understand that nothing contained in this employment application or the granting of an interview is intended to create an employment relationship or contract between Concordia University-St Paul and myself, either for employment or the providing of any benefit.

I understand that Concordia University-St Paul does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application is not an obligation to provide employment.

I understand that all employees of The Lutheran Church-Missouri Synod are expected to respect the official doctrines of the Synod and to pursue lifestyles that are morally in harmony with its teachings.

I agree that I have read and understand the above acknowledgments and agreements and recognize all of the above as conditions of employment.

Signature of Applicant

Date