

### Personal References: List 3

(Please do not list immediate family members)

Name:

Address:

City: State: Zip:

Phone: Relationship:

Name:

Address:

City: State: Zip:

Phone: Relationship:

Name:

Address:

City: State: Zip:

Phone: Relationship:

### Professional References: List 2

Name:

Relationship:

Phone:

Name:

Relationship:

Phone:

### Additional Information

Have you been charged or convicted of a crime that pertains to the duties of the position for which you are applying (e.g. assault, child abuse, theft, etc.)? ( ) Yes ( ) No

If yes, please explain:

### Applicant's Statement

The information I have given in this application is correct and complete to the best of my knowledge. I understand that false information or significant omissions may disqualify me from further consideration for ministry and may be considered justification for dismissal if discovered at a later date. I also authorize Our Savior's Lutheran Church to contact references and to conduct background checks that could include review of personal records such as driving, police, etc. This information will remain confidential.

I agree to be bound by the constitution and policies of Our Savior's Lutheran Church.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Application for**  
**OFFICE MANAGER**

**Our Savior's Lutheran Church – ELCA**

910 9<sup>th</sup> Street East  
Menomonie, WI 54751  
Office: 715-235-0693  
Fax: 715-233-3422  
Email: office@oslme.com

All adults are to have an application on file prior to working at Our Savior's Lutheran Church due to the many programs in which they may be working with and supervising minors. It is being used to help the church provide a safe and secure environment for children and youth who participate in our programs.

**Personal Information**

Name:

Date:

Address:

City, State & Zip:

Home Phone:

Cell Phone:

Email:

Please list your previous job experience over the last five years, starting with the MOST RECENT position:

Firm/Organization & Address

Position and Responsibilities

Dates of Employment

Please list any relevant skills, training, or education you may have that would make you a good candidate for this position:

Why are you applying for this position?