

Lutheran South Unity School
5401 South Calhoun Street, Fort Wayne, IN 46807
Phone: 260.744.0459 Fax: 260.745.9265



2021 Employment Application for

APPLICANT INFORMATION		
LAST NAME	FIRST	M.I.
STREET ADDRESS		APART/UNIT#
CITY	STATE	ZIP
PHONE ()	EMAIL	
DATE AVAILBE		DESIRED SALARY
POSITION APPLIED FOR		
ARE YOU A CITIZEN OF THE UNITED STATES?	YES <input type="radio"/> NO <input type="radio"/>	IF NO, ARE YOU AUTHORIZED TO WORK IN THE U.S. YES <input type="radio"/> NO <input type="radio"/>
HAVE YOU EVER WORKED FOR THIS COMPANY?	YES <input type="radio"/> NO <input type="radio"/>	IF SO, WHEN?
HAVE YOU EVER BEEN CONVICTED OF A FELONY?	YES <input type="radio"/> NO <input type="radio"/>	IF YES, EXPLAIN

EMERGENCY CONTACT INFORMATION	
NAME	PHONE ()
RELATIONSHIP	PREFERRED HOSPITAL

EDUCATION		
HIGH SCHOOL		ADDRESS
FROM	TO	DID YOU GRADUATE? YES <input type="radio"/> NO <input type="radio"/>
COLLEGE		ADDRESS
FROM	TO	GRADUATED? YES <input type="radio"/> NO <input type="radio"/> DEGREE
OTHER SCHOOL		ADDRESS
FROM	TO	GRADUATED? YES <input type="radio"/> NO <input type="radio"/> DEGREE

REFERENCES	
<i>PLEASE LIST THREE PROFESSIONAL REFERENCES (CAN NOT BE RELATED TO YOU)</i>	
FULL NAME	RELATIONSHIP
COMPANY	PHONE ()
ADDRESS	
FULL NAME	RELATIONSHIP
COMPANY	PHONE ()
ADDRESS	
FULL NAME	RELATIONSHIP
COMPANY	PHONE ()
ADDRESS	

PREVIOUS EMPLOYMENT

COMPANY		PHONE: ()
ADDRESS		SUPERVISOR
JOB TITLE	STARTING SALARY \$	ENDING SALARY \$

RESPONSIBILITIES

FROM	TO	REASON FOR LEAVING
------	----	--------------------

MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE? YES NO



COMPANY		PHONE: ()
ADDRESS		SUPERVISOR
JOB TITLE	STARTING SALARY \$	ENDING SALARY \$

RESPONSIBILITIES

FROM	TO	REASON FOR LEAVING
------	----	--------------------

MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE? YES NO



COMPANY		PHONE: ()
ADDRESS		SUPERVISOR
JOB TITLE	STARTING SALARY \$	ENDING SALARY \$

RESPONSIBILITIES

FROM	TO	REASON FOR LEAVING
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MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE? YES NO



STAFF MEMBER CONFIDENTIALITY AGREEMENT

I understand that ALL information to which I have access as a Staff Member at Lutheran south unity school is confidential. I agree not to discuss any confidential information, including but not limited to financial, parent, staff, student, and teacher information: any descriptions of situations; and names of students. I also understand that even when I am no longer a Staff Member AT LUTHERAN SOUTH UNITY SCHOOL, confidential information I have learned as an Employee Member must continue to be kept confidential.

I understand that any breach of the confidentiality of information will result in my immediate termination as a Staff Member at Lutheran South Unity School and that I may be subject to civil liability in some cases.

My signature indicates that I promise to share confidential student information only with authorized school staff (Cooperating Teacher, Principal, and Office Staff).

My signature below indicates that I understand and agree to comply with the conditions as stated on this form.

SIGNATURE

PERSONNEL MANUAL RECEIPT

By signing below, I indicate receipt of my copy of the LUTHERAN SOUTH ASSOCIATION, INC. PERSONNEL MANUAL and agree to read the contents and to abide by the policies, procedures and regulations.

Since the information in this Handbook is subject to change as situations warrant, it is understood that changes in this Handbook may supersede, revise or eliminate one or more of the policies in this Handbook. These changes will be communicated to me by my supervisor or through official notices. I accept responsibility for keeping informed of these changes.

SIGNATURE

EMPLOYEE AT WILL/EQUAL EMPLOYMENT OPPORTUNITY POLICY/UNEMPLOYMENT COMPENSATION

Employment at Will

All Association personnel are employees-at-will unless otherwise specified by written Terms of Employment Agreement. The employment relationship is one of mutual consent. The employment relationship is terminable at the will of the employee or Lutheran South Association, Inc., that is either you or Lutheran South Association, Inc., may end this relationship at any time, with or without cause.

Equal Employment Opportunity Policy

Lutheran South Association, Inc., is in full agreement with the intent of the Civil Rights Laws. It is our firm belief that the basis of employee selection for hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be according to ability, not age, race, color, national origin, ancestry, gender, disability, or any other factors not considered pertinent to performance.

Because we are a Association body, certain positions demand extensive understanding of and commitment to the doctrinal view of The Lutheran Association-Missouri Synod. For such positions, it is necessary for us to seek out individuals with specific religious training and/or synodical recognition. In addition to the extent allowed by State Law for all positions, the congregation may give preference in hiring on the basis of religion, including persons who are members in good standing of a Lutheran Association-Missouri Synod congregation. The position of pastor, associate pastor and assistant pastor (if applicable) or positions identifying ordained clergy status as a requirement at Lutheran South Association, Inc., are required to be held by ordained ministers of the Lutheran Association-Missouri Synod. Based on religious belief, only males are ordained ministers in The Lutheran Association-Missouri Synod. Therefore, for those positions, females will not be considered for employment.

We, therefore, pledge ourselves to insure that all procedures for recruiting, hiring, training and promoting are designed to forward the principles of equal employment opportunity. Further, we intend that all matters related to compensation, benefits, transfers, layoff return from layoff, company sponsored training, education, tuition assistance, social and recreation programs will be free from any and all discriminatory practices.

Unemployment Compensation

If any employee leaves Lutheran South Association, Inc., or if an employee is terminated, that employee is NOT eligible for either state or federal unemployment compensation. The Association and School are exempt from federal unemployment tax and is exempt from participating in the state unemployment tax program.

SIGNATURE

DISCLAIMER AND SIGNATURE

I certify that my answers are true 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.

SIGNATURE

DATE

PRINTED NAME