

EMPLOYMENT APPLICATION

ST. JOHN'S LUTHERAN SCHOOL
3511 Jeffco Blvd
Arnold, MO 63010
School: 636-464-7303



Dear Applicant,

Greetings in the name of our Lord and Savior, Jesus Christ.

Thank you for your interest in the position at St. John's Lutheran. At St. John's, we believe the essence of the Good News can be found in John 3:16: "For God so loved the world, that he gave his only Son, that whoever believes in Him should not perish but have eternal life." It is our desire for every person to know God's love and to share it in word and deed. As a church, we do this through three main initiatives: **teaching God's children, reaching God's world, and growing God's church.**

St. John's Lutheran is a member of The Lutheran Church--Missouri Synod. This means that we accept and confess the Bible-based teachings of Martin Luther that inspired the reformation of the Christian church; essentially, that we are saved by grace alone, through faith alone, in Jesus Christ alone. We believe in the love of the Triune God: the Father, Creator of all that exists; Jesus Christ, the Son, who became took on flesh to suffer and die for the sins of all human beings and to rise to life again in the ultimate victory over death and Satan; and the Holy Spirit, who creates faith through God's Word and Sacraments. The three persons of the trinity are coequal and coeternal, and constitute one God. We invite you to visit www.lcms.org/aboutus to learn more about our Lutheran faith.

To be considered as an applicant, please understand that our faith is the foundation for our ministry. Each day we deal with matters of the soul with real implications for eternity. Because of this, our employees are held to a higher standard. We ask our employees to believe the truths inherent to our faith and conduct themselves in a way that exemplifies these truths, both in their professional and personal lives.

As I'm sure you can understand, we believe that serving the Lord at St. John's is a special privilege. We're not just looking for warm bodies; we're looking for warm hearts with a passion and determination to fulfill Christ's mission on earth. If this is you, we'd love to hear from you!

To help facilitate our selection process, we ask you to complete the four-page application and submit it to the church or school office. Please feel free to add or attach a resume or any other information that may assist us in our evaluation process, but please know a resume does not substitute for the actual application as it provides us with additional information to help us make an informed decision.

Once again, thank you for your interest in joining our ministry team at St. John's!



ST. JOHN'S LUTHERAN
Arnold, MO 63010

EMPLOYMENT APPLICATION

SCHOOL OFFICE ASSISTANT

Personal Information

Name		Date
Current Address		
Best Phone Contact:		
Best Email Contact:		
Position you are applying for:	I understand this position is for ☐ Part-Time ☐ Full-Time	
Are you a United States citizen or do you have valid authorization to work in the U.S.? ☐ Yes ☐ No		
Are you 18 years old or older? ☐ Yes ☐ No		

Education

School (City, State)	Degree	Grad Year	Specialization
High School			
College			
Post-Graduate			

Professional License and Certification

Do you have a teacher license? ☐ Yes ☐ No	Teacher certification in which state(s):	Expiration Date:
Other Professional License/Certification (please list any):		

Applicant Name: _____

Employment History

List below your last four employers, starting with the last one first:

Date: Month and Year	Company Name and Address (City, State)	Position	Reason For Leaving
From To			
From To			
From To			
From To			

References

List three persons whom we can contact about you and work characteristics (professional references):

Name	School, Church, or Business City, State	Telephone and Email	Title or Position

List any special recognitions or honors:

List professional memberships:

Applicant Name: _____

Directions: Please answer each of the questions below (attach a separate page if you need additional space).

1. Summarize any previous work experience that would be helpful in this position.

2. What three (3) adjectives best describe your strengths as a worker?

3. Please tell us about your skills in:

Spreadsheets (Excel, Google sheets)

Bookkeeping

Database entry

4. Why should we consider you for this position?

I have read the cover letter (accompanying this application) concerning St. John's Lutheran Church and School, and I understand the nature and scope of being an employee of St. John's Lutheran Church and School.

☐ Yes ☐ No

ACKNOWLEDGEMENT OF UNDERSTANDING AND CONSENT

St. John's Lutheran Church and School does not discriminate in hiring or employment on the basis of race, color, national origin, sex, age, or disability. Because we are a faith-based institution, St. John's Lutheran Church and School retains the right to give preference in hiring to persons based on their religious affiliation.

All employees of St. John's Lutheran Church and School—whether members of the church or not—are expected to respect the official doctrines of The Lutheran Church–Missouri Synod and to follow lifestyles that are morally in harmony with those teachings.

St. John's Lutheran Church and School has the right, exercisable at any time and without notice, to change wages, to change or eliminate benefits and policies, and to terminate, with or without cause, the employment relationship.

I hereby certify that all information given in the above employment application is true, correct, and complete, and that I have not withheld any information that would, if disclosed, affect my application unfavorably. I understand that any falsification, misrepresentation, or omission of facts on this application could result in disqualification from further consideration for employment and, if discovered after employment, could result in immediate dismissal.

I hereby authorize St. John's Lutheran Church and School and its agents to make investigation of my background, including (but not limited to) an investigation of my references, character, general reputation, personal characteristics, mode of living, current and past employment, education, and criminal history, which may be conducted through personal interviews with anyone, anywhere, at any time, in person, via telephone, or otherwise and/or which may be obtained from any federal, state, or local files, including those maintained by public or private organizations, for the purpose of confirming the information contained on my application and/or obtaining other information that may be material to my qualifications for employment, including my moral character. A telephone facsimile (fax) or xerographic copy of the consent shall be considered as valid as the original.

I release any congregation that is a member of The Lutheran Church-Missouri Synod (Synod), any Lutheran school, the LCMS Missouri District, the Synod, and any entities associated with afore mentioned entities, their agents, and any person or entity that provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits arising out of or relating to the information obtained from any and all of the above-mentioned references.

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

Date: _____

Applicant Name: _____

Applicant Signature: _____

Please forward application to:	mail	St. John's Lutheran School, 3511 Jeffco Blvd, Arnold, MO 63010
	fax	636-464-8424
	email	school@sjlarnold.org