



**CONCORDIA EDUCATIONAL ASSOCIATION, INC.**  
**d/b/a CONCORDIA LUTHERAN HIGH SCHOOL**  
1601 St. Joe River Drive, Fort Wayne IN 46805  
Phone: 260-483-1102 Fax: 260-471-0180

**Mission Statement:** Concordia Lutheran High School pursues Christ-centered educational excellence that equips individuals for lifelong learning and service as disciples of Jesus Christ.

**APPLICATION FOR EMPLOYMENT**

What position(s) are you applying for? \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Are you at least 18 years old? \_\_\_\_\_ Do you have a valid driver's license? \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Issuing state: \_\_\_\_\_

Are you an US citizen or an alien entitled to work in the United States? \_\_\_\_\_

Have you served in the US military? \_\_\_\_\_ If "Yes," branch and rank: \_\_\_\_\_

Are you currently a member of the National Guard or reserves? \_\_\_\_\_

**Personal References: List the name, full address, and telephone number of three personal references who are not related to you and are not current or past employers:**

1) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Years acquainted: \_\_\_\_\_ How acquainted? \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Years acquainted: \_\_\_\_\_ How acquainted? \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Years acquainted: \_\_\_\_\_ How acquainted? \_\_\_\_\_

Have you ever been convicted of, or pled guilty to, a felony or misdemeanor other than a minor traffic violation? \_\_\_\_\_ If "Yes," explain: \_\_\_\_\_

**EDUCATION INFORMATION:**

Name of High School: \_\_\_\_\_  
Location (City and State): \_\_\_\_\_  
Year graduated: \_\_\_\_\_ Degree granted: \_\_\_\_\_

Name of Undergraduate School: \_\_\_\_\_  
Location (City and State): \_\_\_\_\_  
Year graduated: \_\_\_\_\_ Degree granted: \_\_\_\_\_

Name of Graduate School: \_\_\_\_\_  
Location (City and State): \_\_\_\_\_  
Year graduated: \_\_\_\_\_ Degree granted: \_\_\_\_\_

Name of Trade/Tech School: \_\_\_\_\_  
Location (City and State): \_\_\_\_\_  
Year graduated: \_\_\_\_\_ Degree granted: \_\_\_\_\_

Indiana teaching license #: \_\_\_\_\_ Grades/Certification Area(s): \_\_\_\_\_

List any completed training programs or special endorsements awarded: \_\_\_\_\_

List specific office machines, software applications, tools, machinery, and other equipment that you are trained on and can operate that will be helpful in performing the responsibilities of the position(s) for which you are applying: \_\_\_\_\_

**LEADERSHIP INFORMATION:**

List and briefly describe leadership roles you have played at work or as a volunteer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT INFORMATION:**

*Employment History: Starting with the most recent, provide complete information covering at least the last ten years. You may include job related military and volunteer service that reflects your qualifications. Use additional copies of this page if necessary.*

Mth/Yr From: \_\_\_\_\_ Mth/Yr To: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address (Street, City and State): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Contact/Immediate Supervisor Name: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_ Last pay rate: \_\_\_\_\_

Type of work performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Mth/Yr From: \_\_\_\_\_ Mth/Yr To: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address (Street, City and State): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Contact/Immediate Supervisor Name: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_ Last pay rate: \_\_\_\_\_

Type of work performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Mth/Yr From: \_\_\_\_\_ Mth/Yr To: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address (Street, City and State): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Contact/Immediate Supervisor Name: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_ Last pay rate: \_\_\_\_\_

Type of work performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EMPLOYMENT INFORMATION (cont'd):**

Are there any of these employers who should not be contacted for a reference? Yes No

If "Yes," name the employer and state the reason(s) why you would prefer that we not contact them:

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Why do you want to work at Concordia? \_\_\_\_\_

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Why do you think you would be a valuable employee? \_\_\_\_\_

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Summarize special job-related skills and qualifications acquired from education, employment, volunteer work, or military service: \_\_\_\_\_

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Describe any physical limitations you have that may preclude you from performing the responsibilities of the position(s) for which you are applying: \_\_\_\_\_

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What can be done to accommodate the limitations? \_\_\_\_\_

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What have you liked best about your previous employment experiences? \_\_\_\_\_

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What have you liked least about your previous employment experiences? \_\_\_\_\_

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**APPLICANT'S ACKNOWLEDGEMENTS:**

\_\_\_\_\_ I certify that this application was completed by me and that all of the information is TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information on my application may result in discharge.

\_\_\_\_\_ I authorize the investigation of all statements contained in this Application for Employment as may be necessary in arriving at an employment decision. In making this application, I understand that an investigation may be made and information may be obtained through criminal history check, BMV check, sex offender registry check, as well as interviews with the personal references and past and present employers listed or omitted. This inquiry may include information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references or former employers that are given to response to the inquiry.

**APPLICANT'S ACKNOWLEDGEMENTS (cont'd):**

\_\_\_\_\_ I release all parties, including, but not limited to personal references and previous and current employers, from any and all liability for any injury or damage that may result from their furnishing information concerning me or any action Concordia takes on the basis of such information.

\_\_\_\_\_ I understand that if I am offered a job, as a condition of beginning my employment, I may be required to undergo a physical examination and/or drug screen and I hereby authorize any doctor, hospital, clinic, or laboratory of other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with the examination, drug screen, and related considerations.

\_\_\_\_\_ I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their authorization to work in the United States. As a consequence, I understand that any offer of employment is contingent upon my ability to produce the required documentation within the time period required by law.

\_\_\_\_\_ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and terminable at any time by Concordia or by me. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that Concordia has the right to modify, amend, or terminate policies, practices, benefit plans, or other programs within the limits and requirements imposed by law.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Special Notes:

Additional information, including a resume', can be attached to this application. However, fill in the application completely; do not refer to any attachment in lieu of answering any section or question of the application.

Instead of (or in addition to) mailing or faxing, this application and all attachments can be submitted by email to: [employment@clhscadets.com](mailto:employment@clhscadets.com).

Concordia Educational Association, Inc. is an equal opportunity employer. Applicants are considered for employment without regard to race, national origin, religion, sex, age, handicap, disability, citizenship status, genetic information, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification.