



## Application for Employment (Please Print)

Position(s) Applied For:	Date of Application
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### PERSONAL INFORMATION

Your name in full \_\_\_\_\_  
LAST FIRST MIDDLE

Your address \_\_\_\_\_  
STREET CITY STATE ZIP

Home phone number ( \_\_\_\_\_ ) \_\_\_\_\_ Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail address \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?..  Yes  No

Have you ever submitted an application to Bethany Lutheran College before?.....  Yes  No

If yes, please give date: \_\_\_\_\_

Have you ever been employed by Bethany Lutheran College before?.....  Yes  No

If yes, please give date: \_\_\_\_\_

Are you currently employed?.....  Yes  No

May we contact your present employer?.....  Yes  No

Are you legally qualified to work in the United States?.....  Yes  No

*(Proof of citizenship or immigration status will be required upon employment.)*

On what date would you be available for work? \_\_\_\_\_

Are you able to perform the essential functions of the job?.....  Yes  No

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job? \_\_\_\_\_

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

Have you ever done any volunteer work?.....  Yes  No

If yes, please describe: \_\_\_\_\_

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

Do you have a valid driver's license? If yes, from which state? \_\_\_\_\_  Yes  No

### Condition of Employment

The College requires that a criminal background check be conducted on all new employees to safeguard the campus community for students and employees. A conviction is not an automatic bar to employment in most cases. All circumstances will be considered.

**WORK EXPERIENCE**

Start with your current or most recent employment. We will assume we have your permission to contact these firms unless you indicate to the contrary.

NAME AND ADDRESS OF PREVIOUS EMPLOYER	PERIOD OF EMPLOYMENT (Month - Year)		COMPLETE THE FOLLOWING		REASON FOR LEAVING
	FIRM	FROM	TYPE OF BUSINESS	POSITION	
ADDRESS	TO	SUPERVISOR'S NAME		SALARY	
CITY	PHONE				

FIRM	FROM	TYPE OF BUSINESS	
ADDRESS	TO	POSITION	
CITY	PHONE	SUPERVISOR'S NAME	SALARY

FIRM	FROM	TYPE OF BUSINESS	
ADDRESS	TO	POSITION	
CITY	PHONE	SUPERVISOR'S NAME	SALARY

FIRM	FROM	TYPE OF BUSINESS	
ADDRESS	TO	POSITION	
CITY	PHONE	SUPERVISOR'S NAME	SALARY

**EDUCATION**

	High School	Technical School	College	Other
School Name and Location				
Years Completed	9 10 11 12	1 2	1 2 3 4	1 2 3 4
Diploma Degree	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Major Course(s) of Study				

Summarize special skills and training not listed above:

Describe honors received:

**REFERENCES**

Give the names and addresses of persons whom you know (other than relatives or former employers). We will assume we have your permission to contact these people unless you indicate to the contrary.

1. Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ Profession \_\_\_\_\_ Years Known \_\_\_\_\_

2. Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ Profession \_\_\_\_\_ Years Known \_\_\_\_\_

3. Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ Profession \_\_\_\_\_ Years Known \_\_\_\_\_

**NOTIFICATION AND AGREEMENT** (please read before signing)

I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_  
**Date**

**RETURN COMPLETED FORM TO:** Bethany Lutheran College  
 Human Resources Office  
 700 Luther Drive  
 Mankato, MN 56001

**Notice of Nondiscrimination**

Bethany Lutheran College does not discriminate on the basis of sex, color, age, national origin, marital status, familial status, pregnancy, citizenship, creed, genetic information, disability, veteran status, status with regard to public assistance, membership in a local human rights commission, or other categories protected by law, in the administration of its educational policies, admissions policies, and financial aid programs. As permitted by law, Bethany has the right to exercise discretion in employment to employ persons who share and are committed to the Biblical tenets of the Evangelical Lutheran Synod and the values and mission of the College. Bethany has the right to exercise discretion in regards to education, employment, housing or use of facilities, and other school-administered programs which is consistent with the Biblical tenets of the Evangelical Lutheran Synod and the values and mission of the College. The College adheres to the requirements of [Title IX of the 1972 Education Amendments](#), [Sec. 504 of the Rehabilitation Act of 1973](#), and the [ADA policy of 1990](#).

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The College is required by Title IX and its regulations not to engage in sex discrimination in its education program or activity, including admissions and employment.

Inquiries or complaints about Title IX, sex discrimination, sexual harassment, or other forms of sexual misconduct may be directed to the College's Title IX Coordinator. Grievance procedures are identified in the College's [Sexual Misconduct Policy](#). Inquiries or complaints regarding other forms of discrimination may be directed to the Manager of Human Resources.

Ted Manthe  
 Title IX Coordinator  
 Bethany Lutheran College  
 Old Main 236  
 Mankato, MN 56001  
 Phone: (504) 344-7745  
 Email: [titleix@blc.edu](mailto:titleix@blc.edu)

Josh Pederson  
 Manager of Human Resources  
 Bethany Lutheran College  
 Old Main 205  
 Mankato, MN 56001  
 Phone: (504) 344-7840  
 Email: [hr@blc.edu](mailto:hr@blc.edu)

Inquiries or complaints may also be directed to the U.S. Department of Education's Office for Civil Rights:

The Office for Civil Rights  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-1100  
 Telephone: (800) 421-3481  
 Facsimile: (202) 453-6012 TDD#: (800) 877-8339  
 Email: [OCR@ed.gov](mailto:OCR@ed.gov) | <http://www.ed.gov/ocr>