

# CONCORDIA UNIVERSITY

## Employment Application

We are an Equal Opportunity Employer

The University provides reasonable accommodations to enable applicants with disabilities to participate in the job application and interview process. If you need assistance, please contact the Human Resources Department at 262-243-4529.

Concordia University does not discriminate in hiring or employment on the basis of race, color, national origin, disability, sex, age, marital status or other legally protected status required by law. Because we are an entity of The Lutheran Church-Missouri Synod, Concordia University, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment to persons based on religion.

Please download and type or print in ink. The entire application must be completed.

### Applicant Information

Date:

First Name		Middle Initial	Last Name	
Full Address (street, city, state, zip):				
Email Address		Day Phone	Evening Phone	
Are there other names under which you have worked or attended school? If yes, please list for reference checking purposes below.			Yes	No
Are you legally authorized to work in the United States? (If hired, you will be required to provide proof of work authorization.)			Yes	No
Do you have any pending arrests or have you ever been convicted of a crime or pleaded "no contest" to any offense or violation other than minor traffic violations?  If yes, explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted below. (convictions are not an automatic bar to employment.)			Yes	No
Are there any pending criminal charges against you? (pending charges are not an automatic bar to employment.)  If yes, describe the 1) nature of the charges, 2) date issued, and 3) county and state where issued below.			Yes	No

Have you ever applied to Concordia before?		Yes	No
Have you ever worked at Concordia before?		Yes	No
Position Applying For	Salary Preference	Position Time	
		Part-time	Full-time
Religious Affiliation	Name of Congregation	Name of Pastor	
City and State:			
When can you start?			
How were you referred to?			
If friend or relative, what is their name and relationship to you?			

### Special Skills

If relevant, please describe word processing speed, software knowledge, and office equipment experience below.
If relevant, please describe your experience using machines and equipment below.

**Education** Official Transcripts mailed directly from educational institutions are required for all faculty positions. Photocopies or electronically scanned transcripts are not accepted. Official transcripts should be sent to the Human Resources Department Curriculum vita may be attached for additional information but not in place of a completed application.

High School Name	Major Subjects Diploma or Degree Awarded Year Diploma/Degree Rec'd	Did you graduate?	
		Yes	No
High School Location (city, state)	Number of years attended	Dates attended	

College Name	Major Subjects Diploma or Degree Awarded Year Diploma/Degree Rec'd	Did you graduate?	
		Yes	No
College Location (city, state)	Number of years attended	Dates attended	
Graduate Name	Major Subjects Diploma or Degree Awarded Year Diploma/Degree Rec'd	Did you graduate?	
		Yes	No
Graduate Location (city, state)	Number of years attended	Dates attended	
Other (please specify)	Major Subjects Diploma or Degree Awarded Year Diploma/Degree Rec'd	Did you graduate?	
		Yes	No
Other Location (city, state)	Number of years attended	Dates attended	

Course/Seminar	Sponsoring Organization	Content

**Required License(s)**

If required to drive a motor vehicle for the job you are applying for, please state your:

Driver's License Number	State Issued	
Are you licensed with any group, association or society relating to the job for which you are applying?	Yes	No
Registration, License, Certification Number	State	Expiration

**Employment History** (start with most recent; use additional sheet if necessary)

Name of Employer		Telephone		
Address		Email		
Job Title		Employment Start/End		
Name of Supervisor		May we contact as reference?	Yes	No
Salary Start		Salary End		
Reason for Leaving				

Name of Employer		Telephone		
Address		Email		
Job Title		Employment Start/End		
Name of Supervisor		May we contact as reference?	Yes	No
Salary Start		Salary End		
Reason for Leaving				

Name of Employer		Telephone		
Address		Email		
Job Title		Employment Start/End		
Name of Supervisor		May we contact as reference?	Yes	No
Salary Start		Salary End		
Reason for Leaving				

## Please Read Carefully Before Signing This Form

1. I hereby certify that all statements made in this employment application are true and complete, to the best of my knowledge, and I authorize investigation of those statements. I understand that falsification, misrepresentation, or omission of facts will be sufficient cause for elimination of any consideration for employment or cause for dismissal from CU if I have been employed.
2. Application materials will be held for the time period required by law.
3. I authorize Concordia University to investigate my personal and professional history, criminal record and credit history, and I agree to sign any necessary release forms to permit such investigation.
4. I understand that my eligibility for employment at CU is conditional upon my passing CU's background investigation, which includes verification of educational accomplishments, employment history, criminal records, motor vehicle records, and credit report.
5. I understand and agree that all employers, schools, and references may furnish CU with any and all information regarding my service, education, character, background, history, and any other information relevant to this application. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
6. If I am hired, I agree to conform to all rules, regulations, policies and procedures of CU as amended periodically by the university.
7. The filing of this application and university acceptance thereof does not indicate that there are positions open and in no way obligates the university. This application should not be considered a contract of employment.
8. I understand and agree that Concordia University 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 at the option of either myself or the university unless specifically provided otherwise in a written employment contract. I understand that no manager or representative of Concordia University, other than those so designated by the president, has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing.
9. I understand that all employees of Concordia University are expected to respect the official doctrines of The Lutheran Church-Missouri Synod (LCMS) and to pursue lifestyles that are morally in harmony with its teachings. Visit the LCMS web site at [www.lcms.org](http://www.lcms.org) for more information.
10. I agree that I have read and understand the above acknowledgements and agreements and recognize all of the above as conditions of employment.

**Concordia is a Lutheran higher education community committed to helping students develop in mind, body and spirit for service to Christ in the Church and in the world.**

Signed by Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Please Return Application To

Email: [human.resources@cuw.edu](mailto:human.resources@cuw.edu)

Fax: 262-243-3414

Concordia University  
Human Resources Department  
12800 N. Lake Shore Drive  
Mequon, WI 53097

The safety of all members of our campus community is a priority at Concordia. A copy of Concordia University Wisconsin's annual campus security report is available by request from the Student Life Office of Concordia University Wisconsin 12800 N. Lake Shore Drive, Mequon, WI 53097 or [www.cuw.edu/crimereport](http://www.cuw.edu/crimereport) or email [student.life@cuw.edu](mailto:student.life@cuw.edu). A copy of Concordia University Ann Arbor's annual campus security report is available by request from the Campus Safety Office of Concordia University Ann Arbor 4090 Geddes Rd. Ann Arbor, MI 48105 or [www.cuaa.edu/crimereport](http://www.cuaa.edu/crimereport).

Visit [www.cuw.edu/employment](http://www.cuw.edu/employment) for other employment opportunities.