



Application for Employment

13 Heath Lane, Schooley's Mountain, NJ 07870 ▪ (908) 852-3044 ▪ www.lmusa.org ▪ hresources@liebenzellusa.org

The following information is requested to help us make the best possible placement within Liebenzell USA. All portions pertaining to you must be completed. This is an interactive PDF; please type your answers below and save the PDF to your files.

Personal Data

Date: _____

Name: _____

Address/City/St/Zip: _____

Phone: _____ Cell: _____ E-mail: _____

Position you are applying for: _____

How did you hear about this position? _____

Employment Data

Have you applied/volunteered here before? Yes No If yes, when _____

If hired and under 18, can you furnish a work permit? Yes No I am over 18.

Are you legally authorized to work in the United States? Yes No (If hired, you will be required to submit proof of your identity and legal work authorization as a condition of employment.)

Position applying for: Full-time Part-time As needed Temporary/Seasonal

Total hours available per week: _____

Are there any days or hours you are unable or unwilling to work? If yes, explain:

Do you have any relatives employed at Liebenzell USA? Yes No

If yes, give name and position: _____

Have you ever been employed by Liebenzell USA before? Yes No

If yes, give dates and position: _____

Education Data

High School name: _____

Grade: _____ Diploma or GED: Yes No May we contact? Yes No

College name: _____

Year _____ Degree _____ May we contact? Yes No

Other schools or training:

Licenses/Certificates/Degrees:

Academic honors or awards:

Experiences

List your work experiences (volunteer or paid) which you believe would be helpful in your job at Liebenzell USA.

1. _____
2. _____
3. _____

Previous Employment

• Employer _____ Employment Dates _____
Type of Business _____ Job Title _____
Address _____ Reasons for leaving _____

Phone No. _____
Supervisor's Name _____

May we contact? Yes No

• Employer _____ Employment Dates _____
Type of Business _____ Job Title _____
Address _____ Reasons for leaving _____

Phone No. _____
Supervisor's Name _____

May we contact? Yes No

• Employer _____ Employment Dates _____
Type of Business _____ Job Title _____
Address _____ Reasons for leaving _____

Phone No. _____
Supervisor's Name _____

May we contact? Yes No

References

Please list three references (one professional, one pastoral, and one personal) we may contact, who are not related directly to you, nor employees of Liebenzell Mission of USA, Incorporated.

• Name _____ Title _____
Email Address _____

Phone _____ Relationship with you _____

• Name _____ Title _____
Email Address _____

Phone _____ Relationship with you _____

• Name _____ Title _____
Email Address _____

Phone _____ Relationship with you _____

Christian Background

PLEASE READ CAREFULLY BEFORE SIGNING:

STATEMENT OF FAITH

1. We believe that the whole Bible is inspired by the Holy Spirit and is the Divine Authority and infallible rule for faith, life and doctrine.
2. We believe in one God, eternally existing in three Divine Persons, Father, Son and Holy Spirit, equal in nature, power and glory.
3. We believe in the Deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His shed blood as the only atonement for sin, in His bodily resurrection and ascension to the right hand of the Father and His personal return in power and glory.
4. We believe in the Holy Spirit who convicts of sin, testifies of Christ, enables the believer to live a victorious life, and guides into all truth.
5. We believe that man was created in the image of God, but fell into sin and is in need of regeneration through faith in Jesus Christ.
6. We believe in the resurrection of the body. The believer will arise to eternal life; the unbeliever will arise to eternal condemnation.
7. We believe in the Spiritual unity of all believers in our Lord Jesus Christ.
8. We believe in the commission of the Risen Christ, "Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and lo, I am with you always, even unto the end of the world. Amen." Matthew 28:19, 20 (KJV)
9. We uphold the truths as stated in the Nicene and Apostles' Creeds.

Are you in full accord with the doctrinal position and purpose of Liebenzell USA? (See Statement of Faith.) Yes No

- What are you expecting from working for Liebenzell USA?

- What do you think you will be able to contribute to Liebenzell USA?

Security

Have you ever been convicted for a criminal offense? Yes No

[Please note: a 'yes' answer to this question is not necessarily a bar to employment. Please provide sufficient information regarding the nature and date of the offense, any rehabilitation, and any other information you want us to consider.]

If yes, please explain:

Check any of the following used or participated in within the last 12 months.

Tobacco Alcoholic Beverages Illegal substances Gambling

If yes, please explain.

1. I understand that the receipt of this application does not imply that I will be employed. I understand that if I am hired, my employment will not be for a fixed period of time, and that it can be terminated by Liebenzell USA or me, with or without notice, for any reason, or no reason, at any time and without liability for wages, salary or other compensation or benefits, except what I have earned as of the date of cessation of employment, or as specified by applicable law.
2. All information I have furnished may be investigated or verified by any lawful means, including, for example, contacting my former employers and other listed references or any other person who can verify information, and I authorize Liebenzell USA to do so. I further authorize Liebenzell USA to discuss the results of any investigation with any other employees of Liebenzell USA involved in the hiring process. I authorize Liebenzell USA to investigate criminal, educational and other records of mine.
3. I certify that I have provided information that, to the best of my knowledge and ability, is truthful and accurate. I understand that deliberate falsification or significant omissions will be grounds for denying or terminating employment with Liebenzell.
4. I give my consent to and authorize all persons contacted by Liebenzell USA, or its agent, including but not limited to listed references and former employers and educational institutions. They may all provide information and documents about me, and I release each such person from liability for providing any such information and documents to Liebenzell USA.
5. I understand that I may be required to sign the HR Policy and Procedure Handbook as a condition of my employment.

My e-signature certifies that the information supplied is truthful and complete and that I have read and agree with the above statements.

Signature of Applicant _____ Date _____