

EMPLOYMENT APPLICATION

(This type of application should be completed by all who seek any position that will involve the supervision and/or custody of children or youth. You should tailor the application to the specific circumstances in your congregation. However, the employment application should include sections for personal identification, job qualifications, experience and background for the past 5-10 years, references, a criminal history, and a waiver/consent to a periodic criminal records check or fingerprinting.)

APPLICANT INFORMATION

Name (Last)	(First)	(Middle)	Date
Address	City	State	ZIP Code
Telephone	Alternate Telephone	Best Contact Time	E-Mail Address
Driver's License No./Issuing State			
Position Apply For	Type of Work Desired		
	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary/Contract
When Are You Available to Begin Work?		Will You Work Overtime?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, can you provide evidence that you are authorized and of legal age to work in the United States?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
In Case of Emergency Notify	Telephone	Name of Nearest Relative	Telephone

EDUCATION

TYPE	SCHOOL NAME/LOCATION	COURSE OF STUDY	NO. YEARS ATTENDED	DEGREE/DIPLOMA
HIGH SCHOOL				
BUSINESS/TECHNICAL				
COLLEGE				
GRADUATE				
OTHER				

Professional Organizations:	
First-Aid Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed
CPR Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed

EMPLOYERS

(List all jobs and contracts held by you during the past five continuous years)

CURRENT EMPLOYER

Company Name	Telephone		
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving	Supervisor		

PREVIOUS EMPLOYER

Company Name	Telephone		
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving	Supervisor		

PREVIOUS EMPLOYER

Company Name	Telephone		
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving	Supervisor		

PREVIOUS EMPLOYER

Company Name		Telephone	
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving		Supervisor	

PREVIOUS EMPLOYER

Company Name		Telephone	
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving		Supervisor	

MILITARY STATUS

Have You Served in the U.S. Armed Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch	Start Date	End Date
Rank/Rate at Discharge	Type of Service	Type of Discharge	
Special Training/Experience Received in the U.S. Armed Services	Draft Status	Reserve Status	

CRIMINAL HISTORY

Have you ever been <i>convicted</i> of a criminal offense? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have any criminal actions pending in which you are the Defendant? (Not Applicable to California Applicants) Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on probation or parole? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred.

PERSONAL REFERENCES:

Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship

APPLICANT STATEMENT

(Read and Sign Below)

I certify that this employment application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired. I have reviewed the Authorization for Criminal Records Verification and Fingerprint Information and acknowledge that I understand the terms set forth therein. I understand that this employment application is not valid without my signature.

Print Name	
Signature	Date

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Saint Andrew Lutheran Church

Communication Coordinator Questionnaire

Summary of Position:

The role of the Communication Coordinator is to use written words and various multimedia formats to express ideas and tell a story. In collaboration with the pastors, staff, and lay leadership of the congregation, create content that can be viewed on screen, listened to, or read that will advance the mission of Saint Andrew Lutheran Church.

Rate the following on a scale from 1 – 5. 1 = not very knowledgeable, to 5 = very knowledgeable.

Communications Coordination

- Establish, maintain and execute a comprehensive communication strategy including online, paper, and video channels in conversation with Pastors and staff.
- Stay up to date on industry trends; annually review communication strategy for effectiveness and make changes as necessary.
- In conjunction with the Administrative Secretary, maintain member contact information for the purpose of content distribution.
- Manage and assist in maintaining the Saint Andrew Lutheran Church website and social media platforms.
- Manage, recruit, and train volunteers for the livestreaming team.

Content Development

- Develop, design, and publish the Network newsletter.
- Develop written and visual/multimedia content for all communication channels, including e-mail, video content, website, narthex TV/virtual announcements, Facebook, Twitter, Instagram, text, constant contact, onsite displays, and other social media platforms.
- Develop and incorporate new communication tools and creative dissemination strategies.
- Ensure consistent messaging and branding across all media.

Missional Support

- Be a participating member of the staff including attending staff meetings and recruiting volunteers to help.
- Serve as the staff liaison to the Communications Ministry team.
- Provide feedback on ways to better expand upon the mission of the congregation.
- Participate in occasional services as requested by the pastoral leadership.

On a separate page please give examples of the following qualifications:

1. Organized self-starter with a spiritual maturity and solid grounding in the Lutheran understanding of the Gospel.
2. Proven working experience in social media marketing.
3. Proficient knowledge with web design, web development, publishing, graphic design and Adobe Premiere.
4. Demonstrate ability to work independently; demonstrate ability to work with and encourage others.
5. Demonstrate strong communication and organizational skills.