

**EMPLOYMENT APPLICATION**  
**Administrator – 40 Hrs/Wk - Full Time**  
**Shepherd of the Hills**

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

How long at this address? \_\_\_\_\_ If less than 5 years, please list previous address below:  
\_\_\_\_\_  
\_\_\_\_\_ Years: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date available to start work: \_\_\_\_\_

Have you been convicted of a crime in the last 7 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain (a conviction will not automatically bar employment): \_\_\_\_\_  
\_\_\_\_\_

We conduct a background check on all applicants. Do you have any objections? \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

**Employment History**

Please provide all employment information for your past three employers starting with the most recent.

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

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

May we contact this employer: \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

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

May we contact this employer: \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

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

May we contact this employer: \_\_\_\_\_ Yes \_\_\_\_\_ No

## References

List three reference names, relationship to you, telephone numbers, and year's known (do not include relatives or employers):

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I certify the answers given herein are true and complete to the best of my knowledge. I authorize Shepherd of the Hills to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I acknowledge that any employment offered by Shepherd of the Hills shall be subject to a three-month probationary period for an evaluation of my capability to perform assigned work competently.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this Employment Application.

Please send Cover Letter, Resume & Employment Application to:

Pastor Aaron Meyer  
Shepherd of the Hills  
P.O. Box 802  
Pewaukee, WI 53072  
or  
pastoraaron@sothpewaukee.org