



NORTHWESTERN PUBLISHING HOUSE

N16W23379 Stone Ridge Drive • Waukesha, WI 53188-1108

Publishing House of the Wisconsin Evangelical Lutheran Synod

Northwestern Publishing House does not discriminate in hiring or terms or conditions of employment on the basis of race, color, creed, religion, national origin, sex, age, disability, or any other characteristic prohibited by law. Northwestern Publishing House is an Equal Opportunity Employer, and all applicants will receive consideration for employment without regard to the above.

APPLICATION FOR EMPLOYMENT

(Please print plainly. You must answer all questions to be considered.)

Date _____

PERSONAL INFORMATION

Name _____
Last First Middle Initial

Present Address _____
No. Street City State Zip

Telephone No. (Area) _____ E-mail _____

Do you want to work Full-Time or Part-Time? Specify days and hours if part-time: _____

Are you willing to work overtime if requested by supervisor? Yes No

Job(s) applied for: 1. _____

2. _____

What is your salary preference? _____

If employed, will you be able to work during the normal days and hours required for the position for which you are applying? Yes No

Are you legally eligible for employment in the U.S.? Yes No

If no, explain: _____

If employed, on what date will you be available to start work? _____

If employed, do you have a reliable means of transportation to get to work? Yes No

Within the last seven years, have you been convicted of a felony, entered a plea of guilty or nolo contendere (no contest) to a felony offense, or been released from a prison term imposed for a felony offense? Yes No If yes, describe in full (do not include any information about convictions that have been judicially ordered sealed, expunged, or statutorily eradicated). Convictions will not automatically disqualify you from employment. The nature and date of the offense, as well as the type of job for which you are applying, will be considered. _____

Have you ever been discharged or requested to resign from any position? Yes No If yes, give particulars. A "yes" answer will not automatically disqualify you from employment; the circumstances of the discharge and the type of work applied for will be evaluated. _____

How were you referred to the company?

- Agency
- Walk-In
- Friend/Relative (specify) _____
- Newspaper
- School
- Other (specify) _____

EDUCATIONAL BACKGROUND

SCHOOL	NAME AND ADDRESS	YEARS ATTENDED	GRADUATED	COURSE OR MAJOR
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Postgraduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business or Trade School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Training			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional job-related seminars, honors, business training, or skills gained through *paid or unpaid* positions.

Have you ever been employed by Northwestern Publishing House? If yes, please specify location and dates and previous name used, if any, while previously employed.

BUSINESS REFERENCES

List three people who are well acquainted with your work through a business relationship whom we may contact. Former supervisors are preferred. Please do not include relatives or friends.

NAME	COMPANY NAME BUSINESS ADDRESS	TELEPHONE	POSITION/TITLE

1. Are you willing to travel to out-of-town locations, including overnight trips? Yes No

2. Describe foreign language proficiency that might help you perform the job for which you are applying.

3. Describe training in Lutheran theology and/or doctrine as it relates to the job for which you are applying.

4. List skills and computer experience applicable to the job for which you are applying.

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I agree to provide proof of my identity and ability to work in the U.S. within three days of my date of employment.

Northwestern Publishing House is hereby authorized to make any investigation of my employment-related history through any investigative means of its choice.

I understand that if I am employed and if Northwestern Publishing House discovers at any time during my employment that I have provided false or misleading information in my application or interview(s), it may be grounds for immediate discharge. I understand also that if I am employed, I will be required to abide by all rules and regulations of Northwestern Publishing House.

I understand that if I am employed by Northwestern Publishing House, such employment relationship is of an "at will" nature. This means that I will have the right to terminate my employment at any time, for any reason or for no reason, and Northwestern Publishing House will have the same rights in the event they choose to terminate my employment. I understand that if I am hired, my employment will not be for any specific duration.

x _____
(Applicant's Signature)

**Thank you for completing this application form and for your interest in employment with
Northwestern Publishing House.**