

APPLICATION FOR EMPLOYMENT

Concordia University, owned and operated by the Lutheran Church -Missouri Synod, is an accredited four-year university combining liberal arts and professional programs to provide a practical, well-rounded education. Commitment to a Christian perspective receives high priority on Concordia's campus. This perspective penetrates all phases of learning and living. Constant attention is given to creating and sustaining an atmosphere where Christian sensitivities are sharpened, and where individuals acquire the freedom to live their lives for God and for other people.



**CONCORDIA
UNIVERSITY**

2811 NE Holman Street
Portland, Or 97211

PERSONAL DATA

Name	Last	First	Middle	Email Address
Street Address			Telephone	
City	State	Zip	Are you 18 years or older?	
Position Desired		Part-time	Full-time	Date Available
Do you have any relatives employed by Concordia University? _____			If yes, who? _____	
How did you hear about this position?	Concordia's website	Newspaper Ad	Friend/Relative	Other (please list)

Have you ever been convicted of a felony? _____ If yes, please explain: _____

EDUCATION

High School	Highest grade completed	
Business or Trade School (please give dates)	Major Course	Degree
College (please give dates)	Major Course	Degree
Graduate School (please give dates)	Major Course	Degree
List academic honors		
Additional education or training - please include dates		

NOTE: In compliance with the Clery Act, Campus Crime Statistics are available from Campus Public Safety. You may contact them at 503-280-8535 / 8517

An equal opportunity employer

Concordia University does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex, or age. However, Concordia University is an institution of the Lutheran Church-Missouri Synod and, to the extent allowed by law, Concordia University reserves the right to give preference in employment based upon religion. Complaints or charges should be filed with Dr. Glenn Smith, Vice Provost. Dr. Smith may be reached at 503-493-6542 or gsmith@cu-portland.edu.

SKILLS

Describe your word processing experience

Describe your data entry (CRT) experience

Other business machines you can operate

Describe other skills:

PERSONAL REFERENCES

Name and Address	Telephone	Business or profession	Length of acquaintance
1)			
2)			
3)			

PREVIOUS EMPLOYMENT

Present or last employer Telephone From: To: Salary

Address City, State, Zip Reason for leaving

Position and duties

Next previous employer Telephone From: To: Salary

Address City, State, Zip Reason for leaving

Position and duties

Next previous employer Telephone From: To: Salary

Address City, State, Zip Reason for leaving

Position and duties

I hereby certify that the statements made in the above 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 Concordia University; if I have been employed.

Concordia University has the right, exercisable at any time and without notice, to change wages, non-accrued benefits and policies, as well as to terminate with or without cause, the employment relationship. I understand that no employee or representative of Concordia University~ other than a President or a Vice President, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I understand that all employees of Concordia University are expected to respect the official doctrines of the Lutheran Church - Missouri Synod and to pursue lifestyles that are morally in harmony with its teachings.

I agree that I have read and understand the above acknowledgements and agreements and recognize all of the above conditions of employment.

Signature _____

Date _____