

NORWEGIAN LUTHERAN MISSION-MONGOLIA
Employment Application Form

PLEASE PRINT ALL
 INFORMATION REQUESTED
 EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ADDITIONAL SKILLS REQUIRED FOR THE POSITION APPLYING

PLEASE COMPLETE PAGES 1-5. DATE _____

Name _____
Last First Middle Maiden

Present address _____
District Sub district Apartment/ Khashaa and street

How long under this address _____ Passport No. _____ - _____ - _____

Telephone (____) _____

Please list your age _____

Position applied for (1) _____ Days/hours available to work
 and salary desired (2) _____ No Pref _____ Thur _____
 (Be specific) Mon _____ Fri _____
Tue _____ Sat _____
Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights and weekends? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

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APPLICATION FOR EMPLOYMENT

OFFICE ONLY

Typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM	10-key	<input type="checkbox"/> Yes <input type="checkbox"/> No	Word Processing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM
Personal Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	PC <input type="checkbox"/> Mac <input type="checkbox"/>	Other Skills	_____			

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone () _____	Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

What do you see as your weaknesses, if you were to serve in a position like this?

What do you see as your strengths, by which you might contribute in a position like this? Etc.,

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APPLICATION FOR EMPLOYMENT

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

PLEASE READ CAREFULLY

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give NLM-M permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the NLM-M from any liability as a result of such contract.

I understand that, in connection with the routine processing of your employment application, NLM-M may request from a previous organizations an investigative report including information as to my , character, general reputation, personal characteristics, and mode of living.

I further understand that my employment with NLM-M shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with NLM-M is terminable at will for any reason by either party.

Signature of applicant _____ **Date:** _____

NLM-M is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with NLM-M depends solely on you and on your qualifications.

Thank you for completing this application form and for your interest in our work.
