

Lutheran Church of Honolulu
Director of Music and Liturgy

Dear Applicant,

Thank you for your interest in the Director of Music and Liturgy position at the Lutheran Church of Honolulu. Please complete the form below and return it to us along with your resume, work examples/recordings, etc (if we do not already have these). The deadline for receiving applicants is May 31, 2011. If you have any questions please feel free to contact us at <musicdirectorsearch@lchwelcome.org> Thank you,

Director of Music and Liturgy Call Committee:

Randy Castello, (Chairperson)

Application for Employment

Name: _____

Address: _____

Social Security Number: _____

Telephone# _____ Cell/Other Phone# _____

E-mail Address: _____

Employment History—Provide the following information of your past four(4) employers, assignments or volunteer activities starting with the most recent.

From: _____ To _____ Employer:

Address:

Job Title:

Summarize the nature of work performed and job responsibilities:

Immediate Supervisor and Title:

May we contact for reference?

Reason for leaving.

From: _____ To _____ Employer:

Address:

Job Title:

Summarize the nature of work performed and job responsibilities:

Immediate Supervisor and Title:

May we contact for reference?

Reason for leaving.

From: _____ To _____ Employer:

Address:

Job Title:

Summarize the nature of work performed and job responsibilities:

Immediate Supervisor and Title:

May we contact for reference?

Reason for leaving.

From: _____ To _____ Employer:

Address:

Job Title:

Summarize the nature of work performed and job responsibilities:

Immediate Supervisor and Title:

May we contact for reference?

Reason for leaving.

Skills and Qualifications

Educational Background:

Summarize any training, skills, licenses and/or certificates that qualify you to perform the duties/responsibilities of this position:

Your Thoughts:

Those of us who live in Hawaii know that we are privileged to live in such a beautiful place—but we also know that there is an ample supply of challenges that we deal with as we make our lives here. These challenges include the cost of living, the availability of affordable housing, jobs, the uneven quality of public education, and the isolation that can come with living on islands in the middle of the Pacific Ocean, separated from the nearest land (West Coast of North America) by over 2,000 miles. Are you aware of these challenges? Why would you choose to relocate to Honolulu to accept the position of Director of Music and Liturgy at the Lutheran Church of Honolulu?

What is your Philosophy re: music and liturgy?

References/ Resume

Please provide three (3) References with Phone/e-mail contacts.

Also please send us a copy of your resume and any other pertinent information/recordings , etc. if you have not already done so.

Background Check:

The Lutheran Church of Honolulu houses a Pre-School on its campus. Consequently all employees working on the campus are required to undergo a criminal background check.

Have you ever pled “guilty” or “no contest” to or been convicted of a crime? If yes, please provided date(s) and details:

Applicant Statement:

I certify that all information I have provided in order to apply for and secure work with the Lutheran Church of Honolulu is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application or immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Lutheran Church of Honolulu does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date: ____/____/____