

Application for Employment

Location/Program: _____

PLEASE PRINT CLEARLY

Position Applied For _____

Date Available for Employment _____ Minimum Acceptable Salary _____

NAME _____
LAST FIRST MIDDLE

Social Security Number _____ - _____ - _____

Street Address _____

City, State, Zip _____

Home Phone Number (_____) _____ Work Phone Number (_____) _____

Cell Phone Number (_____) _____ email: _____

Are you 18 or over? Yes No
Are you available for Full-time Part-time Temporary
 Day Evening Mon-Fri Weekends
Do you have a valid driver's license? Yes No
Do you have transportation at your disposal? Yes No
Have you ever been convicted of a felony? Yes No
Have you ever worked for the archdiocese before? Yes No

EDUCATION

Highest grade completed:

Do you have a high school diploma? Yes No Name of High School _____
General Equivalency Diploma? Yes No Location _____

College/University

Name _____ Dates attended _____ to _____
Location _____ Degree _____ Major _____

Graduate School

Name _____ Dates attended _____ to _____
Location _____ Degree _____ Major _____

OTHER SCHOOLS ATTENDED (business, trade, military)

Name _____ Dates attended _____ to _____
Location _____ Did you complete the course of study? Yes No
If yes, license or certificate received _____

BUSINESS SKILLS

Can you type? Yes No WPM _____ Word Processing? Yes No

Computer applications used _____

BUSINESS/COMMUNITY ORGANIZATIONS (include only those which might relate to your position)

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WORK EXPERIENCE (List present and past employment beginning with your most recent employment. If additional space is needed, please use another sheet of paper and attach.)

EMPLOYER NAME, ADDRESS and PHONE NUMBER	Position:	Duties:
	From:	
	To:	
	Salary:	
	Reason for Leaving:	
Supervisor:		

May we contact your current employer? Yes No

EMPLOYER NAME, ADDRESS and PHONE NUMBER	Position:	Duties:
	From:	
	To:	
	Salary:	
	Reason for Leaving:	
Supervisor:		

EMPLOYER NAME, ADDRESS and PHONE NUMBER	Position:	Duties:
	From:	
	To:	
	Salary:	
	Reason for Leaving:	
Supervisor:		

REFERENCES: PERSONAL AND PROFESSIONAL (DO NOT INCLUDE RELATIVES)

NAME	COMPANY	PHONE NUMBER	email
1. _____			
2. _____			
3. _____			

A C K N O W L E D G M E N T

The following is an important part of the application and should be read carefully.

I understand that, if employed by this program/location, my acceptance of employment does not constitute an employment contract and no agreement to the contrary, written, stated, or implied, will be recognized unless expressly approved by the Chief Officer for the organization. I understand that my employment shall depend on satisfactory replies from my references and check of record convictions (if any). I agree to abide by the rules, systems, and policies of the program for whom I work and that while there may be in effect certain personnel procedures and practices, neither the existence of the procedures and practices, nor the organization's use or failure to use them, creates any obligation between the employer and myself. I understand that my employment is for no definite period and may be terminated with or without notice, at any time, for any reason or no reason by the organization or myself. I further understand that hours of work will be flexible when deemed necessary by the location/program.

I authorize the organization to verify any statements made by me on the application and any form completed by me. I authorize all persons having knowledge of me or my records to release such information to the organization. I release these companies and persons and my new employer from any and all liability or claims that may arise by such disclosures or investigations.

I certify that the statements made by me on this application are true, complete and correct and it is further understood that should any falsification be discovered it will constitute grounds for non-acceptance or dismissal.

Signature

Date

