



Employment Application

Please answer all of the questions completely for employment consideration.

Applicant Information		
Full Name:	Date:	
Address:		
City:	State:	Zip Code:
Phone/Cell:	Email:	
Date Available:		
Position of Interest:		

Are you authorized to work in the United States?	Yes	No	If you are under age 18, can you furnish a work permit?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Have you ever worked for a unit in the Diocese of Lansing?	Yes	No	If yes, where and in what position?
	<input type="checkbox"/>	<input type="checkbox"/>	_____

Note: Answering yes to the following two questions does not automatically disqualify you for the position.

Have you ever been convicted of a crime?	Yes	No	Have you ever been accused or arrested for physically, sexually, or emotionally abusing a child or an adult?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to either question, please explain (you may attach a detailed explanation):

Do you have any relatives working at the location where you are applying? If yes, please give name and position:	Yes	No
_____	<input type="checkbox"/>	<input type="checkbox"/>

Professional References – Not related to you

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Employment History

Organization: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____

Employment Dates: _____ - _____ Reason for leaving: _____

May we contact for a reference? Yes No

Organization: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____

Employment Dates: _____ - _____ Reason for leaving: _____

May we contact for a reference? Yes No

Organization: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____

Employment Dates: _____ - _____ Reason for leaving: _____

May we contact for a reference? Yes No

List any additional information you would like us to know about you. Include skills, licenses, certificates, or additional training you have relevant to the position:

Education and/or Military					
High School:		City, State: _____			
_____		Yes No		Major studies:	
Did you graduate?		<input type="checkbox"/> <input type="checkbox"/>		_____	
College:		City, State: _____			
From:	To:	Did you graduate?	Yes No	Degree:	
_____	_____		<input type="checkbox"/> <input type="checkbox"/>	_____	
College:		City, State: _____			
From:	To:	Did you graduate?	Yes No	Degree:	
_____	_____		<input type="checkbox"/> <input type="checkbox"/>	_____	
Graduate School:		City, State: _____			
From:	To:	Did you graduate?	Yes No	Degree:	
_____	_____		<input type="checkbox"/> <input type="checkbox"/>	_____	
Military:		City, State: _____			

From:	To:				
_____	_____				

