

## EMPLOYMENT APPLICATION

Queen of the Most Holy Rosary Church (the "Employer"), is an equal opportunity employer who does not discriminate based on race, color, religion, national origin, sex, age, mental or physical disability, genetic information, marital status, height, weight, or any other legally protected status. If you have a disability that impairs your ability to be considered, interviewed or tested for a position, please let us know what accommodations you may require.

**Note:** Religion may be a factor in jobs where knowledge or application of the faith and church teaching is part of the job requirements.

Please complete the entire application and sign the Authorization and Understanding at the end of the application. If there is not enough space on this form to supply all the information necessary to answer a question or supply complete information, please attach additional pages. You may complete the application now or return the completed application later. You may show this application to any person of your choice.

Date \_\_\_\_\_

Name \_\_\_\_\_

Present Address \_\_\_\_\_

Telephone Number \_\_\_\_\_  
(Home) (Cell)

Email Address \_\_\_\_\_

List other names used for school or work. \_\_\_\_\_

Position applied for \_\_\_\_\_

Expected pay \_\_\_\_\_

Are you 18 years of age or older? Yes\_\_\_ No\_\_\_ Are you eligible to work in the U.S.? Yes\_\_\_ No\_\_\_

Do you have a driver's license? Yes\_\_\_ No\_\_\_

**EDUCATION**

	<b>Name and Address</b>	<b>Did You Graduate?</b>	<b>Course of Study or Degree Conferred</b>
High School			
College			
Other			

Are you presently attending school? If yes, when is the expected date of graduation?

\_\_\_\_\_

**Note to Applicants:** DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING:

Are you able to perform, with or without accommodation, the functions of the job for which you have applied:  
 Yes \_\_\_\_\_ No \_\_\_\_\_

**Note: If you require an accommodation, you must notify us in writing within 182 days after the need for accommodation becomes known.**

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, describe in detail: \_\_\_\_\_

Are there any felony charges pending against you currently? \_\_\_\_\_ If yes, please describe \_\_\_\_\_

Do you hold any professional licenses or certifications? \_\_\_\_\_ If yes, please list and describe \_\_\_\_\_

Have you ever had a professional license or certification revoked or suspended? \_\_\_\_\_ If yes, please list and describe: \_\_\_\_\_

Are you currently under investigation by any agency or department concerning any licensure or certification matter? \_\_\_\_\_ If yes, please describe \_\_\_\_\_

List any other experiences or skills you feel qualifies you for this position? \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

Start with most recent; include the past 10 years of employment history and military service; attach additional pages, if necessary.

Employer Name, Address and Telephone (or Military Branch)	Dates of Employment		Position, Salary & Supervisor	Reasons for Leaving
	To	From		

Are you currently employed? \_\_\_\_\_ May we contact your current employer? \_\_\_\_\_

Are you bound by a continuing confidentiality, patent or other restrictive agreement from your current or former employer? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

**PERSONAL REFERENCES**  
(Not former employers or relatives)

Name and Occupation	Address	Telephone Number

**Authorization and Understanding**

I represent that the answers and information given by me in this application and any resume are true and complete. I understand that any incomplete, misleading or false statements in this application, a resume or in an interview can result in immediate disqualification or termination, if hired.

I authorize Queen of the Most Holy Rosary Church to verify the information I have provided and to make any investigation of my background deemed necessary, both at the time of application and later during my employment, if I am hired. I understand that the types of investigations which Queen of the Most Holy Rosary Church may perform include reference checks including personal, employment and educational reference checks, and so forth. I understand that I may have to provide further information to assist in these investigations and I may be fingerprinted. I also authorize third parties (such as former employers, financial institutions, educational institutions) contacted by Queen of the Most Holy Rosary Church to furnish any information relevant to my application for employment except health and/or disability information and I further release all persons and organizations from any and all liability for any and all damages whatsoever for releasing such information as authorized. I also waive all written notice from all prior employers related to providing such information.

I have no objection to signing an employee agreement on confidential information. I consent to all medical examinations and drug and alcohol testing which may be required, both during the selection process and throughout employment, if I am later hired.

I understand and agree that if I am hired, employment is "at will" and that either I or Queen of the Most Holy Rosary Church can terminate my employment and compensation, with or without cause, and with or without notice, at any time. I acknowledge that no representations, either oral or written, have been made to me to the contrary and that any pre-existing understandings which contradict an "at will" status of employment are canceled.

In consideration of my employment, I agree to conform to the rules and policies of Queen of the Most Holy Rosary Church. Also, I agree not to begin any action or lawsuit relating directly or indirectly to employment with Queen of the Most Holy Rosary Church more than one hundred eighty (180) days after the earlier of (a) the incident or event giving rise to such action or lawsuit or (b) the date of the termination of such employment (unless there is a shorter applicable statute of limitations, in which case such statute shall apply). I waive any longer statute of limitations to the contrary.

I agree that if hired, all communications and stored information on any computer, telephone or other electronic system supplied or paid for by Queen of the Most Holy Rosary Church are the property of Queen of the Most Holy Rosary Church. I understand that I will have no expectation of privacy in such communications and information and I consent to Employer's retrieval and monitoring of all such communication and information.

This application for employment shall be considered active for one hundred twenty (120) days. If I wish to be considered for employment after that time period, I understand that I must inquire at that time whether or not applications are being accepted.

My signature below indicates that I have read and understood the above paragraphs.

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Signature \_\_\_\_\_  
Dated: \_\_\_\_\_