

# APPLICATION FOR EMPLOYMENT

(Please Print or Type)

NAME \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Street City State Zip

TELEPHONE (\_\_\_\_) \_\_\_\_\_

DATE AVAILABLE \_\_\_\_\_

If hired, can you provide written evidence that you are authorized to work in the U.S.?  Yes  No

## EDUCATION

<u>TYPE</u>	<u>NAME/LOCATION</u>	<u>COURSE</u>	<u>YEARS COMPLETED</u>	<u>DEGREE/DIPLOMA</u>
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate/Technical	_____	_____	_____	_____

## EMPLOYMENT RECORD

1. Name of Company \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
2. Name of Company \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
3. Name of Company \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
4. Name of Company \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
5. Name of Company \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Of the jobs you have held, which did you like the most and why?

Of the jobs you have held, which did you like the least and why?

May we contact your present employer?  Yes  No

Type of work desired: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_

Have you previously been employed by the Archdiocese or any of its institutions?  Yes  No

Do you work at any other Archdiocesan location currently?  Yes  No

How were you referred to our organization? \_\_\_\_\_

Do you have any relatives who are employed by this organization?  Yes  No

Please specify: \_\_\_\_\_

Is there any information we would need about your name or use of another name for us to be able to check your work record?  Yes  No Please specify: \_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No  
[Conviction is not necessarily a bar to employment]

Please specify: \_\_\_\_\_

Please list any additional information that relates to your ability to perform the job for which you have applied – such as license, certification, training, professional memberships, etc.

**REFERENCES (2 Employers + 1 Personal)**

	NAME	ADDRESS	PHONE NUMBER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**APPLICANT'S STATEMENT**

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed unless the change is specifically authorized in writing. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that certain positions may require the knowledge of or the practice of the Catholic faith. If this is a requirement, I will be told prior to employment.

I understand that the employer may thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: \_\_\_\_\_