



Employment Application

Date _____

Last Name _____ First Name _____ Middle _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ (home) _____ (work) _____ (cell) _____

May we contact you at your current employment? Yes No

GENERAL INFORMATION

Position applied for: _____

Available to work: Full-time Part-time Temporary
 Days Nights Weekends

Days and hours available: _____

When would you be available to begin work? _____

If you are under age 18, can you provide required proof of age documentation? Yes No

Are you prevented from being lawfully employed in the U.S. due to Visa or immigration status? Yes No
 (proof of citizenship or immigration status will be required upon employment)

Have you ever worked or volunteered for the Roman Catholic Church or a Catholic affiliated organization?
 Yes No If yes, where? _____

How did you learn about us? Advertisement Friend Walk-in Relative Web

Are you related to anyone in our employ? Yes No

If yes, please provide name and program: _____

EDUCATION

	Name & Address of School	Major	Years Completed	Degree Earned
High School				
College				
Other (specify)				

EMPLOYMENT HISTORY

Please list your present and past work experience for the last ten years beginning with your current job. You may include volunteer activities/positions. If additional space is necessary, list prior employers on a separate sheet of paper, using the format on this page.

Name of Employer: _____ Telephone: _____

Address (street/city/state/zip): _____ Employment Dates: _____ Rate of Pay: _____
From: _____ To: _____ Start: _____ Last: _____

Position: _____ Supervisor: _____ If Current Employer, OK to Contact?
Yes No

Description of Duties: _____

Reason for Leaving: _____

Name of Employer: _____ Telephone: _____

Address (street/city/state/zip): _____ Employment Dates: _____ Rate of Pay: _____
From: _____ To: _____ Start: _____ Last: _____

Position: _____ Supervisor: _____

Description of Duties: _____

Reason for Leaving: _____

Name of Employer: _____ Telephone: _____

Address (street/city/state/zip): _____ Employment Dates: _____ Rate of Pay: _____
From: _____ To: _____ Start: _____ Last: _____

Position: _____ Supervisor: _____

Description of Duties: _____

Reason for Leaving: _____

Name of Employer: _____ Telephone: _____

Address (street/city/state/zip): _____ Employment Dates: _____ Rate of Pay: _____
From: _____ To: _____ Start: _____ Last: _____

Position: _____ Supervisor: _____

Description of Duties: _____

Reason for Leaving: _____

Why do you want to be considered for employment here? _____

Do you have a valid driver's license? Yes No If yes, License Number/State: _____

Please summarize any specialized job-related skills and qualifications acquired from employment or other experience, including volunteer activity:

Are you a veteran of the United States military services: Yes No

If yes, please state branch of service: _____

Please list any job-related professional trade, business, civic activities, organizations and/or associations (you may omit those which indicate race, color, national origin, ancestry, sex or age). Also list any job-related skills, licenses, certificates, special study or research work:

Have you ever been convicted of a felony?

Yes No

If yes, please explain: _____

Have you ever been reprimanded, suspended, disciplined, demoted or otherwise subject to negative job action by any former or current employer, at any time?

Yes No

If yes, please explain the circumstances: _____

Has your employment activity been the subject of any lawsuit or claim by any third party, including but not limited to any client, patient or customer, against any former or current employer?

Yes No

If "yes," please explain the circumstances: _____

Work at Catholic Charities often involves confidential or sensitive information about the persons we serve. Catholic Charities receives government and donated private funds to operate its programs. Catholic Charities is identified by its name and mission with the teachings and faith of the Roman Catholic Church. Given all this, are there other things about you, positive and negative, that you believe Catholic Charities should know in making its decision of whether or not to hire you?

INFORMATION CERTIFICATION

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and I agree to have any of the statements checked by Catholic Charities unless I have indicated to the contrary. I authorize all previous employers, supervisors, and all persons with and for whom I have worked, to give Catholic Charities representatives any and all information regarding me and my previous employment. I release Catholic Charities and all previous employers, supervisors, and all persons with and for whom I have worked, from any liability for any damages that may result from furnishing information to Catholic Charities. I understand that any misrepresentation, falsification or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

In consideration of my employment I agree to conform to the rules and standards of the employer, including those described in the Catholic Charities Employee Handbook and Catholic Charities Code of Ethics.

I further agree and understand that my employment is at-will and can be terminated at any time with or without cause and with or without notice, either at my option or at the option of the employer. I further understand that no agreement which is contrary to this at-will employment relationship shall be effective unless it is contained in a specific, express, written contract which is signed by the agency Executive Director.

I also understand that all offers of employment are conditioned on providing satisfactory proof of my identity and legal authority to work in the United States.

Signature of Applicant

Date