



EMPLOYMENT APPLICATION
DIOCESE OF CLEVELAND

PLEASE PRINT

Date of Application _____

Position(s) Applied For _____

Referral Source: _____ Advertisement _____ Friend _____ Relative _____ Walk-In _____ Employment Agency
_____ Diocese Website _____ Other _____

Name _____
Last First Middle

Address _____
Number Street City State Zip

Telephone – Home: (_____) _____ Cell: (_____) _____
Area Code Area Code

Number to call in case of emergency (_____) _____ Contact Name: _____ Relationship _____
Area Code

Have you filed an application here before? _____ Yes _____ No If yes, give date _____

Have you ever been employed here before? _____ Yes _____ No If yes, give date _____

Are you employed now? _____ Yes _____ No May we contact your present employer? _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status _____ Yes _____ No
(Proof of citizenship required upon employment.)

On what date would you be available for work? _____

Are you available to work _____ Full Time _____ Part Time _____ Temporary

Are you on a lay-off and subject to recall? _____ Yes _____ No

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____ Yes _____ No

PRIOR ADDRESSES

Please list your previous addresses, retroactively for the past 10 years starting with the last address before your present one.

1. From _____ To _____
Number Street City State Zip
2. From _____ To _____
Number Street City State Zip
3. From _____ To _____
Number Street City State Zip

EDUCATION

Elementary	High School	College/University	Graduate /Professional																
School Name: _____																			
Years Completed <table border="1" style="display: inline-table; width: 60px; height: 20px; vertical-align: middle;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>					<table border="1" style="display: inline-table; width: 60px; height: 20px; vertical-align: middle;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table> <i>(Please circle number)</i>					<table border="1" style="display: inline-table; width: 60px; height: 20px; vertical-align: middle;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>					<table border="1" style="display: inline-table; width: 60px; height: 20px; vertical-align: middle;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>				
Diploma / Degree _____																			
Describe Course of Study _____																			
Describe Specialized Training, Apprenticeship, Skills, Extra-Curricular Activities and Foreign Language Skills _____																			

Honors Received: _____																			

EMPLOYMENT EXPERIENCE

Please provide information for all employment within the past 10 years, starting with the most recent employer. Account for all periods including unemployment and service in the armed forces. You may attach additional pages if necessary.

1. _____	() _____	From _____ To _____	_____
Employer	Telephone	Dates Employed	Work Performed
Address / City _____		State _____	Zip _____
Job Title _____		Hourly Rate/ Salary	Start _____ Final _____
Supervisor _____		() _____	Telephone _____
Reason for Leaving _____			
2. _____	() _____	From _____ To _____	_____
Employer	Telephone	Dates Employed	Work Performed
Address / City _____		State _____	Zip _____
Job Title _____		Hourly Rate/ Salary	Start _____ Final _____
Supervisor _____		() _____	Telephone _____
Reason for Leaving _____			

3. _____ () _____ From _____ To _____
 Employer Telephone Dates Employed Work Performed

 Address / City State Zip

 Job Title Hourly Rate/ Salary Start _____ Final _____

 Supervisor ()
 Telephone

 Reason for Leaving

4. _____ () _____ From _____ To _____
 Employer Telephone Dates Employed Work Performed

 Address / City State Zip

 Job Title Hourly Rate/ Salary Start _____ Final _____

 Supervisor ()
 Telephone

 Reason for Leaving

PERSONAL AND PROFESSIONAL REFERENCES (3 Required)

Name and Occupation	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

If you are applying for a position that **requires** a standard driver's license or a commercial driver's license in order to perform the essential duties of the job, please answer the following:

Do you currently have a valid Ohio Driver's License? _____ Yes _____ No

License Number(s) (please specify whether standard or commercial) _____

Have you been convicted of a crime other than a minor traffic offense? _____ Yes _____ No

If yes, please specify: _____
(A conviction will not necessarily bar employment. Factors such as the number of convictions, your age at the time of the crime(s), seriousness of the crime(s), and nature of the crime(s) in relation to the position are taken into consideration).

APPLICANT'S STATEMENT (*read carefully before signing*)

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.

I certify that answers given herein are true and complete to the best of my knowledge. I understand that any willful omission, or any falsification or misrepresentation of the information provided on this application or in an interview, is sufficient cause for rejection of my application or termination of my employment in the event of employment.

I understand that this application is not and is not intended to be a contract of employment. In the event of employment, I understand that the Diocese of Cleveland follows an employment-at-will policy, in that I or the employer may terminate my employment at any time, or for any reasons consistent with applicable state or federal law, and that this employment-at-will policy cannot be changed unless the change is specifically authorized in writing.

I authorize all persons, investigation agencies, business organizations, schools, companies, corporations, credit bureaus, any law enforcement agencies to supply the Diocese of Cleveland and/or its agents any information concerning my background, except my current employer if so noted above. If I am applying for a job that requires a driver's license in order to perform the essential duties of the job, I also authorize the Diocese of Cleveland to obtain a Driver's Abstract Report from any state in which I have held a standard or commercial driver's license and I agree to provide the Diocese of Cleveland with information sufficient to allow the Diocese of Cleveland to obtain these reports. I release the Diocese of Cleveland and its agents from any and all liabilities and responsibilities, damages, and claims of any kind whatsoever arising from the investigation of my background.

I understand, also, that in the event of employment I am required to abide by all rules and regulations of the Diocese of Cleveland.

Signature of Applicant _____ Date _____
