



CATHOLIC SCHOOL

915 Pleasant St.
St. Joseph, MI 49085
269-983-2511

EMPLOYMENT APPLICATION

Please attach additional pages if more space is needed to provide all requested information.

Date of Application

Personal Information

Name:

Last

First

Middle

Are there work or background records that you may have under a different name?

Yes:

☐

No:

☐

If yes, please write the different name(s) used.

Phone
Numbers:

Day:

Evening:

Are you 18 years
of age or older?

Yes:

☐

No:

☐

Driver's License:

State

Number

Expiration Date

Employment
Eligibility:

If hired, can you provide proof of citizenship or legal right to work?

Yes:

☐

No:

☐

Employment Interest

Position Applying For:		Source of Referral:	
Date Available:	Status Desired: ☐ Full-Time ☐ Part-Time ☐ Temporary	Desired period of work and/or hours/day:	Desired annual salary: \$

Do you have any activities, commitments or responsibilities (for example, school, other employment, etc.) which might interfere with your ability to work full-time, including overtime, in the position you are applying for?

Are you able to perform the essential functions of the position for which you are applying with or without Accommodation?

Yes _____ No _____

Why are you interested in employment with this organization?

Residential History

Present Address:

Date first at this address:

P.O. Box or Street	City	State	Zip Code	Month/Year
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Previous Addresses:

List last three residential addresses within the last seven years. Include any temporary/school addresses.

1. How long at this address?

From: / / To: / /

P.O. Box or Street	City	State	Zip Code
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2. How long at this address?

From: / / To: / /

P.O. Box or Street	City	State	Zip Code
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3. How long at this address?

From: / / To: / /

P.O. Box or Street	City	State	Zip Code
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Background

Have you ever been convicted of a crime (other than minor traffic violations), or are you presently charged with a felony?

Yes:

☐

No:

☐

If yes, please describe (attach additional sheets if necessary.)

Please be advised:

A criminal background check will be conducted as part of the employment process. Any misrepresentation or omission of past convictions or current charges will result in disqualification from consideration for employment, and may be considered justification for dismissal if discovered at a later date.

United States Military Service

Branch of Service Starting Rank Separation Rank Discharge Status

Year Entered Year Discharged Duties in Service

Current Reserve/National Guard Unit Reserve/Guard Service Obligations

Education and Training

Indicate Last Level Completed:

Elem School ☐ Mid Sch/Jr High ☐ High School ☐ Trade/Tech ☐ College/Univ ☐ Grad School ☐

Name of High School, Tech School, and College

City/State

Major

Degree

Month/Year of Degree

Additional education, vocation, professional, military or other educational/training background information you feel may be helpful to us in considering your application.

Employment Record

Have you ever been employed by or contracted with the Diocese, or one of its parishes or affiliate organizations?

Yes:

☐

No:

☐

If so, where?

When?

What position?

Supervisor's Name

Have you ever applied to work for the Diocese, or one of its parishes or affiliate organizations?

Yes:

☐

No:

☐

If so, where?

When?

What position?

Employers: List most recent employers first

Start Date	End Date	Final Position Title	Final Salary	May we contact this employer?
Employer Name	Last Supervisor's	Reason for	Address	Phone Number

	Name	Leaving		

References

List three persons, other than relatives or personal friends, who have knowledge of your work experience and/or education.

Name/Title	Mailing Address	Phone

Certification and Signature

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that any misstatement or omission of information will be considered as grounds for rejecting this application, discontinuing the hiring process, and/or dismissal.

I authorize verification of all information provided on this application and during employment interviews; and authorize the references and employers listed above to give the Diocese of Kalamazoo or its affiliate organizations all pertinent information concerning my previous employment.

In being considered for employment, I give the Diocese of Kalamazoo or its affiliates the rights to investigate my background. I authorize and request all persons, companies and organizations (including credit bureaus, investigative agencies, schools, and law enforcement agencies) to furnish any information about me as requested by the

Diocese of Kalamazoo or affiliate organizations. I release from any liability any person, employer, company or organization furnishing such information. I understand results of my background check may be used in determining an offer of employment and other employment decisions.

I understand that submitting this application for consideration does not in any way obligate the Diocese of Kalamazoo. I understand and agree that all employment with the Diocese of Kalamazoo is on an at-will basis, and may be terminated by the Diocese of Kalamazoo at any time for any cause or no cause. I understand and agree that no one at the Diocese of Kalamazoo has any authority to offer employment other than on an at-will basis.

I understand and agree that an offer of employment will not be final until I have received, read, agreed to, and signed the complete list of terms of employment.

Applicant's Signature	Date
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