

Catholic Schools of Greater Kalamazoo
1000 West Kilgore Road
Kalamazoo, MI 49008
(269) 381-2646, ext. 119

Hackett Catholic Prep High School St. Monica Catholic School St. Augustine Cathedral School
(Please circle school(s) for which you are applying)

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: <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time	Desired period of work and/or hours/day:	Desired annual salary: \$
<i>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?</i>			
<i>Are you able to perform the essential functions of the position for which you are applying with or without Accommodation?</i> Yes _____ No _____			
<i>Why are you interested in employment with this organization?</i>			

Applicant Name:

Last

First

Middle

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?
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Employer		Last Supervisor's Name		Reason for Leaving
Street Address, City, State, Zip Code				Phone ()
Start Date	End Date	Final Position Title	Final Salary	May we contact this employer?
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Employer		Last Supervisor's Name		Reason for Leaving
Street Address, City, State, Zip Code				Phone ()
Start Date	End Date	Final Position Title	Final Salary	May we contact this employer?
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Applicant Name:

Last

First

Middle

Employer

Last Supervisor's Name

Reason for Leaving

Street Address, City, State, Zip Code

Phone

()

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