



# Application for Employment

(For use in the Diocese of Metuchen)

The Diocese of Metuchen, its parishes, schools, and facilities, are bound to the canon law of the Roman Catholic Church. As such, certain employment positions must be restricted to members in good standing with the Roman Catholic faith. Where religious denomination is not a critical factor to the performance of required job functions, it is the policy of the Diocese of Metuchen, its parishes, schools, and facilities to afford equal access to programs, services, and employment to all persons where required by state and federal law. **Unless duly authorized and acknowledged in writing by the Bishop of Metuchen or the Diocese's Vicar General, all employment is on an "Employment at Will" basis.**

## PLEASE TYPE OR PRINT

|  |  |   |
|--|--|---|
| Today's Date:<br>_____                   | Position Applying For:<br>_____                              | Have you passed your 18 <sup>th</sup> birthday?<br>_____ Yes _____ No |
| Date You Are Available To Work:<br>_____ | Parish, School, or Facility (if not Diocesan Job) :<br>_____ | Expected Salary/Wage rate:<br>_____                                   |

## PERSONAL INFORMATION

|   |            |    |                               |
|---|------------|----|-------------------------------|
| Last Name   | First Name | MI | Telephone Number:             |
| Current Address (Street, City, State & Zip Code):     |            |    | How long have you lived here? |
| Previous Address (Street, City, State & Zip Code):    |            |    | How long did you live here?   |
| Are you able to work consistently? _____ Yes _____ No |            |    |                               |
| Are you able to work overtime? _____ Yes _____ No     |            |    |                               |
| Are you able to travel? _____ Yes _____ No            |            |    |                               |
| If 'NO', please explain: _____                        |            |    |                               |

## EDUCATIONAL BACKGROUND

| Name and address of school attended | Dates Attended | Degree or Certificate awarded |
|-------------------------------------|----------------|-------------------------------|
|                                     |                |                               |
|                                     |                |                               |
|                                     |                |                               |
|                                     |                |                               |

## UNIFORMED ARMED SERVICES

|   |                    |
|---|--------------------|
| Did you serve in the U.S. Uniformed Services? | _____ Yes _____ No |
| If 'YES', Branch and dates of service: _____  |                    |
| Were you honorably discharged?                | _____ Yes _____ No |

## EMPLOYMENT EXPERIENCE

May we contact your current employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

May we contact your previous employers? \_\_\_\_\_ Yes \_\_\_\_\_ No

| Dates of employment                                  | Company name and address<br>(City, State, Zip) | Name and phone number of your supervisor | Position held | Reason for leaving position |
|--|--|--|---------------|-----------------------------|
| Started<br>____/____/____<br>Ended<br>____/____/____ |  |  |               |                             |
| Started<br>____/____/____<br>Ended<br>____/____/____ |  |  |               |                             |
| Started<br>____/____/____<br>Ended<br>____/____/____ |  |  |               |                             |
| Started<br>____/____/____<br>Ended<br>____/____/____ |  |  |               |                             |

## SKILLS

Typing \_\_\_\_\_ WPM      Computer Skills \_\_\_\_\_

Shorthand \_\_\_\_\_ WPM      \_\_\_\_\_

Please list any special skills, licenses, certificates, etc. relevant to the job for which you are applying:

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For positions where operating a motor vehicle is essential, do you have a valid driver's license?

\_\_\_\_\_ Yes      \_\_\_\_\_ No      DL# \_\_\_\_\_

## PERIODS OF UNEMPLOYMENT

For each period of unemployment during the past 7 years that exceeded 60 days, please list the dates of unemployment and the reason you were not working:

|  |
|--|
|  |
|  |
|  |

## PERSONAL REFERENCES (Please do not include relatives or employers)

| Name of Reference | Address | Telephone | Title | Years Known |
|-------------------|---------|-----------|-------|-------------|
|                   |         |           |       |             |
|                   |         |           |       |             |
|                   |         |           |       |             |
|                   |         |           |       |             |

## APPLICANT'S CERTIFICATION

Please read all of the following statements thoroughly. If you need clarification before you sign this application, you may direct any questions to the Office of Human Resources, Diocese of Metuchen.

I declare that each of the answers given to the questions on this application is complete and true to the best of my knowledge. I understand that any material misrepresentations or omissions may be cause for dismissal in the event I become employed. I hereby authorize the verification of all statements given in this application, and understand this may include contacting my former employers, educational institutions, references, law enforcement agencies, and any other related individuals. I agree to **HOLD HARMLESS** the Diocese of Metuchen (including its parishes, schools, and facilities), and its assignees and designees, for any information that may be divulged during this process.

If I am hired, I understand and acknowledge the following:

- 1) As a condition of employment, I agree to provide personal identification documents and proof of my eligibility to work in the United States as required by federal law.
- 2) I authorize the Diocese of Metuchen (including its parishes, schools, and facilities), and its assignees to conduct a routine background investigation in connection with my employment, which may include fingerprinting, Motor Vehicle check, verification of prior employment, and criminal records check.
- 3) The Diocese of Metuchen (including its parishes, schools, and facilities) expects all employees to observe its workplace rules and procedures as outlined in its Employee Handbook, employment manuals, etc.
- 4) I understand that employment at the Diocese of Metuchen (including its parishes, schools, and facilities) is on an "**At Will**" basis unless otherwise stated in writing. I understand **Employment at Will** to mean that either the employer or I can terminate my employment at any time, without cause and without notice.
- 5) The employment application is not a contract of employment, and does not obligate the Diocese of Metuchen, its parishes, schools, or facilities to extend an offer of employment to me, and acceptance of employment does not create a contract of employment unless specifically stated otherwise in writing.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

## THIS SECTION TO BE COMPLETED BY OFFICE OF HUMAN RESOURCES

|                 |                              |                                     |                     |
|-----------------|------------------------------|-------------------------------------|---------------------|
| Interviewed By: | Offer Extended:<br>YES NO    | Location:                           | Compensation Level: |
| Position Title: | Position Accepted:<br>YES NO | Date of Birth:<br>Driver's License: | Start Date:         |