APPLICATION FOR EMPLOYMENT

ST. CHARLES BORROMEO PARISH

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Position(s) applied for or type of work desired:_____

Applicant name:_____

Address:_____

Telephone Number(s):_____

Type of employment desired: _____full-time _____part-time _____temporary

Are you able to meet the attendance requirements?	_____Yes	_____No
Have you ever been previously employed by our organization?	_____Yes	_____No
Can you submit proof of legal employment authorization and identity?	_____Yes	_____No
If you are under 18, can you furnish a work permit if it is required?	_____Yes	_____No
Have you ever been convicted of a crime in the last 7 years?	_____Yes	_____No

If yes, please explain (a conviction will not automatically bar employment):_____

_____

Drivers license number (if driving is an essential job duty):_____

How were you referred to us?_____

EMPLOYMENT HISTORY

Please provide all employment information for your past three employers starting with most recent.

Employer:_____
Immediate supervisor and title:_____
Position held:_____Telephone #:_____
Address:_____
Dates employed: from:_____to_____ Salary:_____

Job Summary:_____

_____

Reason for leaving:_____

Employer:_____
Immediate supervisor and title:_____
Position held:_____Telephone #:_____
Address:_____
Dates employed: from:_____to_____ Salary:_____

Job Summary:_____

_____

Reason for leaving:_____

EMPLOYMENT HISTORY CONTINUED

Employer:_____

Immediate supervisor and title:_____

Position held:_____ Telephone #:_____

Address:_____

Dates employed: from:_____ to_____ Salary:_____

Job Summary:_____

_____

Reason for leaving:_____

OTHER SKILLS AND QUALIFICATIONS

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

_____

_____

_____

_____

EDUCATIONAL HISTORY

List school name and location, years completed, course of study, and any degrees earned:

High School:_____

College:_____

Technical Training:_____

Other:_____

REFERENCES:

List 3 reference's names, telephone numbers, and years known (do not include relatives or employers):

_____

_____

_____

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicants Signature:_____ Date:_____