

Parish Name: \_\_\_\_\_

## Application for Employment

**Introduction** – It is the policy of the parish to provide equal employment opportunities without regard to race, color, creed, national origin, religion, sex, age, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, genetic information, union affiliation, disability, or any other classification protected under local, state or Federal law, to all qualified applicants and employees in all aspects of the employment relationship, including but not limited to recruitment, employment, job assignment, training, promotion, transfers, termination, rate of pay and other forms of compensation and benefits, EXCEPT in regard to ministerial positions or when based upon a bona fide occupation qualification or as otherwise exempted under local, state, or federal law.

**Directions** – Print or type responses. You may also electronically complete this application. Please complete this application in full; if something does not apply to you, state “N/A” (not applicable). Incomplete applications may cause delays in processing or may not be considered. Resumes are not accepted in lieu of this application.

### Information

Name \_\_\_\_\_

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_ Apt/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

After hire, will you be able to provide proof of your age? Y \_\_\_\_ N \_\_\_\_

Are you legally authorized to work in the United States? Y \_\_\_\_ N \_\_\_\_

### Employment Desired

Position Applied for \_\_\_\_\_

Date of Application \_\_\_\_\_ Available Date \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you currently employed? Y \_\_\_\_ N \_\_\_\_

If so, may we inquire of your present employer? Y \_\_\_\_ N \_\_\_\_

Have you ever been employed by the Catholic Church? Y \_\_\_\_ N \_\_\_\_

If yes, provide date/location \_\_\_\_\_

Are you able to perform the essential functions for your desired position, with or without reasonable accommodation? Y \_\_\_\_ N \_\_\_\_

**Education**

High School Name \_\_\_\_\_ Location \_\_\_\_\_

Graduate? Y \_\_\_\_ N \_\_\_\_ Subject/Major Study Area \_\_\_\_\_

College Name \_\_\_\_\_ Location \_\_\_\_\_

Graduate? Y \_\_\_\_ N \_\_\_\_ Degree/Major \_\_\_\_\_

Other Skills and Qualifications: (summarize any job-related training, skills, licenses, certificates or other qualifications)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Activities**

Activities: (recreation, civic, athletic, etc.) Omit activities that would reveal information about membership in any protected classification, such as race or national origin.

\_\_\_\_\_  
\_\_\_\_\_

**Former Employers**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ Can We Contact? Y \_\_\_\_ N \_\_\_\_

Length of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ Can We Contact? Y \_\_\_\_ N \_\_\_\_

Length of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ Can We Contact? Y \_\_\_\_ N \_\_\_\_

Length of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Professional References**

Give the names of three professional references, not related to you, whom you have known at least one year.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Business \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Business \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Business \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Relationship \_\_\_\_\_

Summarize your interest in working for the parish:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Certification and Acknowledgements**

I certify that all information provided by me and all statements contained herein are true and complete to the best of my knowledge.

I authorize the parish to investigate all statements and information included on this application, including but not limited to my employment record. I hereby release the parish and all educational institutions, employers and professional references I have listed herein, and their employees, officers, and agents, from any and all liability for all claims or damages of any kind in connection with the release of information about me to the parish pursuant to this authorization, and do hereby further agree to defend, indemnify and hold harmless the parish, educational institutions, employers and professional references from and against any and all such actions, causes of actions, suits, losses, liabilities, damages, and expenses (including attorneys' fees).

I understand the parish will conduct a pre-employment screening. A criminal background check will be conducted if a conditional employment offer is made. If I am hired, my employment is conditional upon receipt of a satisfactory report from this screening.

I understand that neither this document nor any offer of employment from the parish constitutes an employment contract unless a specific document to that effect is executed by the parish, through an authorized employer representative and me in writing.

In the event of employment or consideration for employment, I understand that false or misleading information given in my application or interviews, or omissions of any information may result in discharge, if hired or grounds for refusal to hire.

I understand that, if hired, I will be required to abide by all employment policies of the parish, including but not limited to the Sexual Misconduct Policy and the Code of Pastoral Conduct. I also understand that, if hired, my employment with the parish will be "at-will," which means that either the parish or I may terminate the employment relationship at any time, for any lawful reason, with or without cause or notice. If I am hired, I am not guaranteed employment with the parish for any particular period of time.

I further understand that this application will expire in six months. At the end of the six-month period, I may re-apply for any open positions by submitting a new application.

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Applicant Signature

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Date

**Human Resources Department Use Only**

Date Application Received \_\_\_\_\_

Received By \_\_\_\_\_

Date of Screening \_\_\_\_\_

Screened By \_\_\_\_\_

Meets Minimum Requirements? Y \_\_\_\_ N \_\_\_\_

Resume Attached? Y \_\_\_\_ N \_\_\_\_

Hired? Y \_\_\_\_ N \_\_\_\_

Position \_\_\_\_\_ Salary/Wage \_\_\_\_\_

Approved By \_\_\_\_\_

Report to Work Date \_\_\_\_\_

Please follow the New Hire Checklist to complete the new hire process.