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 _____ Salary _____

Length of Employment _____ Supervisor _____

Duties/Responsibilities _____

Reason for leaving _____

Name _____ Address _____

Phone _____ Position _____ Salary _____

Length of Employment _____ Supervisor _____

Duties/Responsibilities _____

Reason for leaving _____

Name _____ Address _____

Phone _____ Position _____ Salary _____

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:

_____

_____

_____

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## 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.

_____ _____

Applicant Signature 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.