

EMPLOYMENT APPLICATION

Personal Information

Name: _____
Last First Middle

Email: _____ **Phone:** _____

Address: _____
Street City State Zip

Are you eligible to work in the US? Yes ☐ No ☐ Are you at least 18 years old? Yes ☐ No ☐
Have you been employed under any other names? If yes, please list: _____

Employment Interest

Position(s) Applying For: _____ **Location:** _____

Referral Source: _____ **Date Available:** _____

Status Desired: *Full Time* ☐ *Part-Time* ☐ *Temporary* ☐ **Desired Weekly Hours:** _____ **Desired Salary/Hourly Rate:** _____

Do you have any commitments which might interfere with your ability to work (for example, school, other employment, etc.)? Yes ☐ No ☐
If yes, please describe: _____

Are you able to perform the essential functions of the position for which you are applying for with or without accommodation? Yes ☐ No ☐

Why are you interested in employment with this organization?

Background

Have you ever been convicted of a crime or are you presently charged with a felony? Yes ☐ No ☐
If yes, please describe: _____

Please note: A criminal background check will be conducted as part of the employment process. Any misrepresentation or omission of past convictions or current charges will result in disqualification from employment, and may be considered justification for dismissal at a later date. Answering yes to this question is not an automatic bar to employment.

United States Military Service

Branch: _____ **Year Entered:** _____ **Year Discharged:** _____

Duties in Service: _____

Reserve Obligations: _____

Education and Training

Do you have a high school diploma or GED? Yes ☐ No ☐

Name of Technical School or College	State	Major	Degree

Additional education or training you feel may be helpful to us in considering your application:

Applicant Name: _____

Employment Record

Have you ever been employed by or contracted with the diocese or one of its parishes, schools or affiliated organizations? Yes ☐ No ☐
If so, where? When? What position?

Have you ever received the Sacrament of Holy Orders? Yes ☐ No ☐
If so, which orders? (Deacon, Priest) When and Where? Ordaining Bishop's Name?

Employment History – List most recent employers first. Please send HR your resume.

<u>Employer Name</u>		<u>Final Position Title</u>		<u>May we contact this employer?</u>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Start Date</u>	<u>End Date</u>	<u>City, State</u>	<u>Supervisor Name</u>	<u>Reason for Leaving</u>

<u>Employer Name</u>		<u>Final Position Title</u>		<u>May we contact this employer?</u>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Start Date</u>	<u>End Date</u>	<u>City, State</u>	<u>Supervisor Name</u>	<u>Reason for Leaving</u>

<u>Employer Name</u>		<u>Final Position Title</u>		<u>May we contact this employer?</u>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Start Date</u>	<u>End Date</u>	<u>City, State</u>	<u>Supervisor Name</u>	<u>Reason for Leaving</u>

References

List three persons, other than relatives or personal friends who have knowledge of your work experience and/or education.

<u>Name/Title</u>	<u>Email Address</u>	<u>Phone</u>

Certification and Signature

The Employee, as an employee in a Catholic educational institution, agrees that as a condition of employment he/she will support and exemplify in conduct and expression both Catholic doctrine and morality as articulated in the Catechism of the Catholic Church. He/she must be consistent, in expression and example, with the teaching and practice of the Catholic faith and shall not advocate, encourage, or counsel beliefs or practices that are inconsistent with the Catholic faith. Such beliefs or practices that are inconsistent with Catholic doctrine or morals include, but are not limited to: living with another as husband and wife without a marriage recognized by the Church; cohabitating outside of marriage; sexual activity outside of marriage; same-sex sexual activity; preparing for or entering into a same-sex marriage; engaging in or supporting transvestitism, transgenderism, or sex reassignment; use or promotion of abortion; use of a surrogate mother; use of in vitro fertilization or artificial insemination.

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 Catholic schools of the Diocese of Grand Rapids (DOGR) all pertinent information concerning my previous employment.

In being considered for employment, I give the Catholic schools of the DOGR 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 Catholic schools of the DOGR. 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 Catholic schools of the DOGR. I understand and agree that all employment with the Catholic schools of the DOGR is on an at-will basis, and may be terminated by the Catholic schools of the DOGR at any time for any cause or no cause. I understand and agree that no one at the Catholic schools of the DOGR 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

The application expires within 90 days of submission.