

## 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:**

*Full Time*  *Part-Time*

**Desired**

*Temporary*  **Desired Weekly**

**Salary/Hourly Rate:**

**Status Desired:**

**Hours:**

describe:

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

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?

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

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

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

### References

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

Name/Title	Email Address	Phone

### Certification and Signature

I certify that if employed in a Catholic educational institution, as a condition of employment I will support and exemplify in conduct both Catholic doctrine and morality as articulated in the Catechism of the Catholic Church. I will be consistent, in expression and example, with the teaching and practice of the Catholic faith and shall not advocate, encourage or counsel belief or practices that are inconsistent with the Catholic faith.

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.

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**Applicant's Signature Date**

The application expires within 90 days of submission.