

## The Diocese of Kansas City – St. Joseph Application for Employment

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

Telephone (\_\_\_\_\_) \_\_\_\_\_ Social Security No. \_\_\_\_\_

If under 18, can you provide an employment/age certification or State ID  Yes  No  NA

Date available for work \_\_\_\_\_

Are you eligible for employment in the US  Yes  No

Position applied for \_\_\_\_\_

Salary desired \_\_\_\_\_

How many hours can you work weekly \_\_\_\_\_

Can you work nights  Yes  No

Have you worked for us before  Yes  No If yes, date \_\_\_\_\_

Are you currently employed  Yes  No

If yes, May we contact your current employer  Yes  No

Days/Hours you can work

No Preference \_\_\_\_\_

Mon \_\_\_\_\_

Tue \_\_\_\_\_

Wed \_\_\_\_\_

Thur \_\_\_\_\_

Fri \_\_\_\_\_

Sat \_\_\_\_\_

Sun \_\_\_\_\_

How did you learn about our Company \_\_\_\_\_

Employment desired  Full-Time  Part-Time  Full-or Part-Time  Temporary

### BACKGROUND INFORMATION

Have you ever been convicted, pled guilty or pled “no contest” to a felony, misdemeanor or traffic violation (except parking tickets)  Yes  No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

Do you currently have any pending charges?  Yes  No

If yes, please explain \_\_\_\_\_

Are you now or have you ever been on probation or parole  Yes  No If yes, please provide court documents and explain.

\* Criminal history does not necessarily disqualify applicant from employment.

**EDUCATION** For each level of schooling listed below, please give the school name, city, state where located, the year(s) you attended, your major and minor subjects and degree(s) or certifications received. Please list any aliases or maiden names under which you attended any of the listed educational facilities, or obtained certifications or degrees.

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete address)	NUMBER OF YEAR(S) ATTENDED	MAJOR, DEGREE or CERTIFICATION OBTAINED
High School				
College				
Bus. or Trade School				
Professional School				

**MILITARY SERVICE – (Optional)**

Have you been in the Military  Yes  No      Are you now in the National Guard  Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

Were you honorably discharged  Yes  No      If no, please explain

Please attach a copy of your DD-214

**BUSINESS RELATED REFERENCES**

Name	Title	Relationship	Phone	Yrs Known
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Work Experience

Please list all employers for the past ten years beginning with the most recent job held. If you were self-employed, give name of firm. Please explain any periods of unemployment.

Attach additional sheets if needed.

<b>Employer</b> _____ Job Title _____
Dates Employed _____ / _____ Prior Position Held within Company (if any): _____
Address _____ City _____ State _____ Zip _____
Phone _____ Supervisor _____ Supv. Title _____
Starting Salary _____ Ending Salary _____
Duties Performed _____
Reason for Leaving _____
<b>Employer</b> _____ Job Title _____
Dates Employed _____ / _____ Prior Position Held within Company (if any): _____
Address _____ City _____ State _____ Zip _____
Phone _____ Supervisor _____ Supv. Title _____
Starting Salary _____ Ending Salary _____
Duties Performed _____
Reason for Leaving _____
<b>Employer</b> _____ Job Title _____
Dates Employed _____ / _____ Prior Position Held within Company (if any): _____
Address _____ City _____ State _____ Zip _____
Phone _____ Supervisor _____ Supv. Title _____
Starting Salary _____ Ending Salary _____
Duties Performed _____
Reason for Leaving _____
Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. Please include licenses, skills, training and awards received.
_____
_____

**PLEASE READ CAREFULLY**

**APPLICATION FORM WAIVER**

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of my employment application, the Company may request from a Consumer Reporting Agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company may be subject to a probationary period. I understand that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.