



Saint Mary of the Immaculate Conception Milton, WI

Application for Employment An Equal Opportunity Employer

PERSONAL INFORMATION

Name (Last Name, First, MI)			
Present Address	City	State	Zip
Permanent Address (if different)	City	State	Zip
Telephone Number	Email		Are you a U.S. Citizen or Legally Authorized to Work in the U.S.?

DESIRED EMPLOYMENT

Position Applied For	Salary Desired
Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/>	Date You Can Start
Have You Ever Been Employed By Any Diocese, Church, School or Other Agency of the Catholic Church? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, When?	What Position?
How Did You Learn About This Job Opening?	

EDUCATION

Level	Name & Location of School	No. of Years Attended	Degree	Major
High School				
College				
Graduate School				
Other				

Other Training, Education, Special Skills or Knowledge. List Computer Software You Know and Can Use Proficiently.

EMPLOYMENT HISTORY List all employment, with most recent employment first. Attach additional sheets, if needed.

Name of Employer	Start Date	End Date
Address	City, State	Zip
Position Held <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Phone Number	
Description of Duties		
Supervisor	May We Contact Your Supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary	Ending Salary	Reason for Leaving

Name of Employer	Start Date	End Date
Address	City, State	Zip
Position Held <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Phone Number	
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Address	City, State	Zip
Position Held <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Phone Number	
Description of Duties		
Supervisor	May We Contact Your Supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary	Ending Salary	Reason for Leaving

Explain Any Gaps in Employment:

Have You Ever Been Discharged or Asked To Resign From Any Employment Within The Last 10 Years? Yes No
If Yes, Please Explain:

Have You Ever Been Convicted of a Felony, Misdemeanor, Or Other Offense (Other Than a Routine Traffic Offense), Or Been Less Than Honorably Discharged? Yes No

Are There Currently Any Criminal Charges Pending Against You? Yes No

Please Explain Any Yes Answers

A Conviction Record is not a bar to employment unless the circumstances of the crime(s) for which you have been convicted are substantially related to the circumstances of the particular job(s) for which you are applying. Likewise, pending criminal charges are not a bar to employment (or a reason to delay employment) unless the circumstances of the alleged crimes are substantially related to the circumstances of the particular job(s) for which you are applying.

REFERENCES

List 3 or more references Do Not List Friends Or Relatives

	Name	Address	Phone	Relationship
1.				
2.				
3.				
4.				
5.				

Thank you for completing this application and for your interest in employment with Saint Mary of the Immaculate Conception, Milton. Please feel free to attach to this application any additional information that you feel will be helpful in evaluating your qualifications.

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that if employed, false statements or material omissions on this application may result in dismissal.

I authorize Saint Mary of the Immaculate Conception, Milton to contact any or all of my former employers and any or all of the references noted above, for the purpose of verifying any information I have provided to Saint Mary of the Immaculate Conception, Milton and/or for the purpose of obtaining information, whether favorable or unfavorable, about me or my employment with my former employer. In consideration for Saint Mary of the Immaculate Conception, Milton's review of my application, I release Saint Mary of the Immaculate Conception, Milton from any liability arising as a result of furnishing and receiving this information.

I understand and agree that any employment I obtain with Saint Mary of the Immaculate Conception, Milton will be at-will. Accordingly, such employment can be terminated at any time and for any reason, at the option of Saint Mary of the Immaculate Conception, Milton or myself. In addition, no one except the Pastor or his authorized representative has any authority to make any agreement with me contrary to the foregoing, or to enter into any agreement with me for employment for any specific period of time. Any such agreement, should it exist, can only be in writing.

Please note that any offer of employment will be made contingent upon the results of a criminal records check. For certain positions, other background checks including civil, credit, and/or driving records, may also be required.

Signature _____ Date _____