

# St Patrick Parish Application for Employment

St. Patrick Parish guarantees equal employment opportunities in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, genetic information, sexual orientation, mental or physical disabilities, or any other characteristic protected by law.

In addition, there are certain "ministerial" positions in the parish, and individuals filling those positions may need to strictly adhere to the foundational teachings of the Catholic faith. Those individuals may be selected according to certain criteria, such as being Catholic, male, unmarried, not part of a civil union, etc., and preference in hiring/retention shall be given to people who meet those criteria. Such preference is allowed under state and federal law and does not constitute illegal discrimination. Because of its mission to proclaim Christ's message through his church, St. Patrick Parish may seek to employ and retain personnel who share this vision. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Parish.

## PERSONAL

PLEASE TYPE OR PRINT CLEARLY

POSITION(S) APPLIED FOR:		DATE OF APPLICATION:	
HOW DID YOU LEARN ABOUT ST. PATRICK PARISH?			
<input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Service <input type="checkbox"/> Inquiry <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Other			
Please specify:			
LAST NAME:	FIRST NAME:	MIDDLE NAME:	
ADDRESS:	CITY:	STATE:	ZIP:
MOBILE PHONE :			
EMAIL:			

Are you legally eligible for employment in this country? .....  Yes  No

Have you ever applied with us before? .....  Yes  No

Have you ever worked with us before? .....  Yes  No

If Yes, give date:    /    /    and position:

Do you have any friends or relatives that work with us? .....  Yes  No

If Yes, give name:                      relationship:                      and position:

Are you currently employed? .....  Yes  No

May we contact your employer?.....  Yes  No

Type of employment desired:  Full Time     Part Time     Temporary     Seasonal     Educational Co-op

Date available to begin work:    /    /

Are you able to meet the attendance requirements of position? .....  Yes  No

# WORK EXPERIENCE

(START WITH YOUR PRESENT OR LAST EMPLOYER.)

<b>#1:</b> FROM (MM/YYYY): /	TO (MM/YYYY): /	JOB TITLE:
EMPLOYER:	EMPLOYER TELEPHONE:	
EMPLOYER ADDRESS:		
IMMEDIATE SUPERVISOR & TITLE:		
NATURE OF WORK PERFORMED & RESPONSIBILITIES:		
REASON FOR LEAVING:		
PLEASE INDICATE FULL OR PART TIME STATUS:		

<b>#2:</b> FROM (MM/YYYY): /	TO (MM/YYYY): /	JOB TITLE:
EMPLOYER:	EMPLOYER TELEPHONE:	
EMPLOYER ADDRESS:		
IMMEDIATE SUPERVISOR & TITLE:		
NATURE OF WORK PERFORMED & RESPONSIBILITIES:		
REASON FOR LEAVING:		
PLEASE INDICATE FULL OR PART TIME STATUS:		

<b>#3:</b> FROM (MM/YYYY): /	TO (MM/YYYY): /	JOB TITLE:
EMPLOYER:	EMPLOYER TELEPHONE:	
EMPLOYER ADDRESS:		
IMMEDIATE SUPERVISOR & TITLE:		
NATURE OF WORK PERFORMED & RESPONSIBILITIES:		
REASON FOR LEAVING:		
PLEASE INDICATE FULL OR PART TIME STATUS:		

<b>#4:</b> FROM (MM/YYYY): /	TO (MM/YYYY): /	JOB TITLE:
EMPLOYER:	EMPLOYER TELEPHONE:	
EMPLOYER ADDRESS:		
IMMEDIATE SUPERVISOR & TITLE:		
NATURE OF WORK PERFORMED & RESPONSIBILITIES:		
REASON FOR LEAVING:		
PLEASE INDICATE FULL OR PART TIME STATUS:		

ENTER EXPLANATION OF ANY GAPS IN EMPLOYMENT THAT DO NOT PERTAIN TO PREGNANCY, CHILD CARE OR DISABILITY:

LIST BY NUMBER AND EXPLAIN ANY EMPLOYERS YOU WISH NOT TO BE CONTACTED:

## EDUCATION

SCHOOL TYPE	NAME AND ADDRESS	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DIPLOMA / DEGREE
HIGH SCHOOL				
UNDERGRADUATE				
GRADUATE/ PROFESSIONAL				
OTHER/SPECIFY				

## REFERENCES

DO NOT INCLUDE FAMILY MEMBERS

NAME AND ADDRESS	OCCUPATION / YEARS KNOWN	TELEPHONE NUMBER(S)

## ADDITIONAL INFORMATION

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP OR SKILLS:

## SPECIALIZED SKILLS

PC  Word Processing  Spreadsheet  Typing Skills (wpm )  Shorthand (wpm )

OTHER JOB-RELATED COMPUTER PROGRAMS:

OTHER JOB-RELATED MACHINES OR MACHINERY:

## OTHER PERTINENT INFORMATION

LIST ANY OTHER INFORMATION NOT COVERED TO BE CONSIDERED IN HIRING DECISION:

## APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application shall be considered active for a period of time not to exceed ninety (90) days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of St. Patrick Parish.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of St. Patrick Parish.

**SIGNATURE OF APPLICANT:**

**DATE:**

\_\_\_\_\_  
(Applicant Signature)