
Holy Spirit School

APPLICATION FOR EMPLOYMENT

Holy Spirit School considers applicants for all positions without regard to race, color, gender, national origin, age, non-disqualifying disability or other legally protected status.

Position applied for _____ Full Time _____ Part Time _____

Range of Pay Expected _____

Specify days and hours, if part time _____

If application is considered favorably, what date would you be available to begin work

_____,

PLEASE PRINT DATE: _____

NAME _____ Social Security Number _____
Last First Middle Initial

Present Address _____
No. Street City State ZIP

Home Telephone No. _____ Cell Phone No. _____

Catholic _____ Non-Catholic _____ Parish now registered _____

List all qualifications you feel would fit you for this position _____

EDUCATION

SCHOOL

COURSE OF STUDY

DEGREE

ATTENDED ATTENDED

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List any additional special skills, technical or professional knowledge or experiences which you have.

EMPLOYMENT

List below all places of employment over the last 10 years, showing and explaining any period of unemployment. A resume may be used for most of this information.

<u>Employer</u>	<u>Position</u>	<u>Telephone</u>	<u>Length of Employment</u>
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May we contact your present and past employer(s)? _____ Yes _____ No

Within the last year have you had a background check processed with the Bureau of Criminal Identification and Investigation? _____ Yes _____ No

Have you completed the "Protecting God's Children" training offered through the Catholic Diocese? _____ Yes _____ No

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REFERENCES

Provide the name, address and telephone number of three references who are not related to you and are not previous or current employees.

Do you have the legal right to be in this country and work? _____

Have you ever been convicted of a felony? _____ If yes, describe in full

Have you ever been bonded? _____ If yes, on what jobs? _____

Have you ever been dismissed or forced to resign from any employment? _____

Please read the following carefully before signing:

I hereby affirm that the information provided in this application (any accompanying resume, if any) is true and complete. I understand that any false information or omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information.

I understand that my employment is terminable-at-will, that I am not being employed for any specific time, and that this application is not and is not intended to be contract for continued employment. I also understand that the "at will" employment relationship cannot be changed by any written or spoken statements to me and I will not rely on any such statements to the contrary.

This application for employment shall be considered active for a period of time not to exceed 60 days. If I wish to be considered for employment beyond this time period, I will reapply.

Signature of Applicant