

EMPLOYMENT APPLICATION

DIOCESE OF CLEVELAND



(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative Walk-In Employment Agency
 Other _____

Name _____ Social Security No. _____

LAST FIRST MIDDLE

Address _____

NUMBER STREET CITY STATE ZIP CODE

Telephone (_____) _____ Number to Call in Case of Emergency (_____) _____

AREA CODE AREA CODE

Have you filed an application here before? Yes No If Yes, give date _____

Have you ever been employed here before? Yes No If Yes, give date _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or

Immigration Status: Yes No

(Proof of citizenship required upon employment.)

On what date would you be able for work? _____

Are you available to work Full Time Part Time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

PRIOR ADDRESSES

Please list your previous addresses, retroactively for the past 10 years starting with the last addresses before your present one.

1. From _____ To _____

	Number	Street	City	State	Zip Code
--	--------	--------	------	-------	----------
2. From _____ To _____

	Number	Street	City	State	Zip Code
--	--------	--------	------	-------	----------
3. From _____ To _____

	Number	Street	City	State	Zip Code
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EDUCATION

	ELEMENTARY					HIGH				COLLEGE/ UNIVERSITY				GRADUATE/ PROFESSIONAL			
School Name																	
Years Completed:	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study:																	
Describe Specialized Training, Apprenticeship Skills, Extra-Curricular Activities and Foreign Language Skills																	
Honors Received:																	

PERSONAL AND PROFESSIONAL REFERENCES (3 Required)

Name & Occupation	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Do you possess a valid Ohio Driver's License? Yes No License No. _____

Have you been convicted of a crime, other than a minor traffic offense? Yes No
 If Yes, Please explain _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.
 I authorize all persons, investigations agencies, business organizations, schools, companies, corporations, credit bureaus, any law enforcement agencies to supply the DIOCESE OF CLEVELAND and/or its agents any information concerning my background.
 I release the Diocese of Cleveland and its agents from any and all liabilities and responsibilities, damages and claims of any kind whatsoever arising from this investigation of my background. I understand that this application is not and is not intended to be a contract of employment.
 In the event of employment, I understand that false or misleading information given in my application or interview(s) shall result in discharge. I understand, also, that I am required to abide by all rules and regulations of the DIOCESE OF CLEVELAND.

 SIGNATURE OF APPLICANT DATE

EMPLOYMENT EXPERIENCE

START WITH YOUR PRESENT OR LAST JOB, INCLUDE MILITARY SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES.

1 Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
2 Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
3 Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
4 Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills, qualifications, licenses and registration certificates which you may have: _____
