Application for Employment

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address	City	State	Zip

Phone Number	Email Address

Position

Position you are applying for	Available Start Date	Desired Pay

Education

School Name	Location	Years Attended	Degree Received	Major

Employment History

Name of Company _____ **Position Held** _____

Address _____ **From** _____ **To** _____

Reason for Leaving _____

Name of Company _____ **Position Held** _____

Address _____ **From** _____ **To** _____

Reason for Leaving _____

Name of Company _____ **Position Held** _____

Address _____ **From** _____ **To** _____

Reason for Leaving _____

How were you referred to our organization? _____

Of the jobs you have held, which did you like the most and why?

Of the jobs you have held, which did you like the least and why?

	Yes	No
Are you authorized to work lawfully in the United States?		
May we contact your present employer?		
Have you previously been employed by the Archdiocese or any of its institutions?		
Do you currently work at any other Archdiocesan location?		
Do you have any relatives who are employed by this organization?		
Please specify:		
Is there any information we would need about your name or use of another name for us to be able to check your work record?		
Please specify:		
Have you ever been convicted of a criminal offense? [Conviction is not necessarily a bar to employment]		
Please specify:		

Please list any additional information that relates to your ability to perform the job for which you have applied – such as license, certification, training, professional memberships, etc.

References (2 Employers + 1 Personal)

Name	Title	Company	Phone Number

APPLICANT'S STATEMENT

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed unless the change is specifically authorized in writing. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that employees of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati.

I understand that employees of the Archdiocese of Cincinnati will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

I understand that the employer may thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: _____ **Date:** _____