

EMPLOYMENT APPLICATION

As an equal opportunity employer, Catholic Charities Diocese of Palm Beach, Inc considers applicants for all positions without regard to race, color, religion, national origin, sex/sexual orientation, age, marital status, veteran status, citizenship, physical/mental disability which can be reasonably accommodated with undue hardship, or any other protected classes as defined by federal, state, or local law.

PERSONAL INFORMATION

Name: Last _____ First _____ MI _____

Today's Date _____ Social Security No. _____

Address: _____

Street

City, State

Zip

Phone Numbers:

Home () _____ Business () _____ Cell () _____

Position Applying For: _____

FT _____ PT _____ Temp _____ Summer _____

Salary Requirement _____ Date Available _____

Can you work overtime? Yes ___ No ___ Can you work weekends? Yes ___ No ___

Can you work holidays? Yes ___ No ___

How were you referred to us? (Check any that apply)

Newspaper Ad ___ Current Employee Referral ___ School ___

Internet ___ Employment Agency ___ Walk In ___ Other _____

Have you ever been convicted of a felony? Yes ___ No ___

(Conviction will not necessarily disqualify applicant from employment)

If yes, explain _____

Has a criminal, civil or internal complaint to management or supervisors at places of employment ever been filed against you which alleged sexual misconduct, harassment or child abuse by you, or your participation in or facilitation of such activities? Yes ___ No ___ If yes, please explain. Provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed, disposition of the complaint; and identity by name and title, the person(s) who investigated the complaint and the person who adjudicated the complaint.

Do you have the legal right to work in the United States? Yes ___ No ___

Have you previously been employed by Catholic Charities? Yes ___ No ___

If so, when? _____ Supervisor's Name _____

If hired, do you have a reliable means of transportation? Yes ___ No ___

EDUCATION

Circle Highest Level Completed Then Applicable Information Requested:

High School: 1 2 3 4 College: 1 2 3 4 5 6

Name: _____ Name (Undergrad) _____

City/State _____ City/State _____

Yr Grad _____ Major _____ Yr Grad _____ Major _____

Degree _____ GPA _____

Graduate Degree _____ School Name _____

City/State _____ Yr Grad _____ Major _____

OTHER SKILLS

Foreign Languages (list fluent only) _____

Regarding the languages, do you? Read ____ Write ____ Speak ____

Professional Licenses/Certifications (that you believe would help you do the job applied for): _____

Other Job Related Skills or Business Machines Operated (include computer skills, specialized equipment, office machines, etc.): _____

If you have a valid Driver's License indicate your license number and State issued:

No: _____ State: _____

MILITARY

U.S. Veteran: Yes ____ No ____ If yes, Date of Service _____

Rank _____ Branch of Service _____ Type of Discharge _____

Describe any training relevant to the position for which you are applying:

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer (Last 10 Years).

1. Company _____ Phone () _____

Address: _____ Employed: From ____ To ____

Name of Supervisor _____ Salary: Start ____ End ____

Title and Brief Description of Duties:

Reason for Leaving: _____

2. Company _____ Phone () _____

Address: _____ Employed: From ____ To ____

Name of Supervisor _____ Salary: Start ____ End ____

Title and Brief Description of Duties:

Reason for Leaving: _____

3. Company _____ Phone () _____

Address: _____ Employed: From ____ To ____

Name of Supervisor _____ Salary: Start ____ End ____

Title and Brief Description of Duties:

Reason for Leaving: _____



AGREEMENT

Please read the following statements carefully before signing this application:

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the company or myself. I understand that no management official other than the Executive Director of Catholic Charities has authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

Signature

Date