

Application for Employment

Applicants for employment are considered without regard to race, creed, color, religion*, sex, sexual orientation, marital status, genetic information, national origin, age, disability, status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard. Also it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.
*(consistent with those religious exemptions provided in statutory and constitutional law)

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative Walk-In Employment Agency

On-Line Web Site Other _____

Name _____
LAST FIRST MIDDLE

Address _____
NUMBER STREET CITY STATE ZIP

Telephone () _____ Social Security No. _____

Are you under 18? Yes No

If employed and you are under 18, can you furnish a work permit? Yes No

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

(Proof of authorization to work and of your identity will be required upon employment)

On what date would you be available for work? _____

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

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

Can you travel if a job requires it? Yes No

Employment Experience

Start with your present or last job. Include military service assignments and any verified work performed on a volunteer basis. You may exclude organization names which indicate race, creed, color, religion*, sex, sexual orientation, marital status, results of genetic testing, national origin, age, disability, status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard.

*(consistent with those religious exemptions provided in statutory and constitutional law)

Employer	Phone	Work Performed
Address	FAX	
City, State, Zip	Hourly Rate/Salary	
Job Title	Starting	Final
Supervisor	Dates Employed	
Reason for Leaving	Starting	Final
Employer	Phone	Work Performed
Address	FAX	
City, State, Zip	Hourly Rate/Salary	
Job Title	Starting	Final
Supervisor	Dates Employed	
Reason for Leaving	Starting	Final
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City, State, Zip	Hourly Rate/Salary	
Job Title	Starting	Final
Supervisor	Dates Employed	
Reason for Leaving	Starting	Final

Education

	Elementary	High School	College/University	Graduate/Professional
Name of School				
Years Completed (please Circle)	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, and Extra-Curricular Activities				

Honors Received:

References

Give name, address and telephone number of three references who are not related to you. (previous employers preferred)

NAME	ADDRESS	PHONE NUMBER

What Parish do you currently belong to? _____

May we contact your Pastor? Yes No

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience _____

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. **I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.**

AGREEMENT: I certify that the information on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

"I understand that all employees whose jobs have the potential for access to children under the age of 18 will be required to complete a Criminal Offender Records Investigation (CORI), and that any offer of employment is contingent upon those results.

In addition, all employees of the Diocese of Springfield are required to comply with a 'Code of Conduct' policy which includes the stipulation that 'whenever, by public example, an employee engages in or espouses conduct which contravenes the doctrine and teaching of the Church, such employee may, at the sole discretion of the Roman Catholic Bishop of Springfield, be subject to disciplinary action up to and including dismissal.'"

Signature of Applicant

Date

FOR HUMAN RESOURCE DEPARTMENT ONLY

Arrange Interview Yes No

Interviewer

Date

Employed Yes No

Date of Employment _____

Job Title _____

Hourly Rate/Salary _____

Department _____

By _____

Name and Title

Date