

PRINCE OF PEACE CATHOLIC SCHOOL

EMPLOYMENT APPLICATION

Position(s) applied for: _____ Date: _____

How were you referred for this position:
_____ Ad _____ Agency
_____ Personal Referral _____ Other

Date available to start working: _____

Type of Employment desired:
_____ Regular Full-time _____ Temporary/
_____ Regular Part-time _____ Project

Salary Expected: \$ _____
Hourly Wage: \$ _____

PERSONAL INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Home Telephone: (_____) _____ Social Security No.: _____

May we contact you at work: _____ Yes _____ No Work Telephone: (_____) _____

If yes, best time to call: _____

Are you legally eligible for employment in the United States? _____ Yes _____ No
(Proof of this status will be required upon employment)

Have you filed an application with us before? _____ Yes _____ No

If yes, give date(s): _____

Have you ever been employed by us before? _____ Yes _____ No

If yes, give date(s) & location(s): _____

Under what names were you employed? _____

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

If yes, give date, place, charge, and disposition: _____

(Note: Conviction of a felony is not a complete bar to employment.)

Overtime work is occasionally required.

Does working overtime pose any problems? _____ Yes _____ No

If travel is required of your position, does this pose a problem? _____ Yes _____ No

List four professional or business people who have known you at least 3 years and can verify your work-related activities and/or work ethic.

Full Name	Address, City, State, Zip	Telephone (include area code)	Occupation	Years Known

List any acquaintances or relatives currently employed by the Diocese of Davenport: _____

EMPLOYMENT HISTORY

List all your business experience, including employers, assignments and volunteer activities covering the last ten years. However, at a minimum, please complete your last three employers. Include military experience. Please explain any gaps in employment in the comments section below.

Employer: _____ Telephone: _____

Address: _____ City: _____

State/Zip: _____ Immediate Supervisor: _____

Job Title: _____ Starting Salary: \$ _____

Dates Employed: From: _____ To: _____ Final Salary: \$ _____

Summarize the nature of the work performed and job responsibilities:

Reason for leaving: _____

May we contact for a reference? _____ Yes _____ No

Employer: _____ Telephone: _____

Address: _____ City: _____

State/Zip: _____ Immediate Supervisor: _____

Job Title: _____ Starting Salary: \$ _____

Dates Employed: From: _____ To: _____ Final Salary: \$ _____

Summarize the nature of the work performed and job responsibilities:

Reason for leaving: _____

May we contact for a reference? _____ Yes _____ No

Employer: _____ Telephone: _____

Address: _____ City: _____

State/Zip: _____ Immediate Supervisor: _____

Job Title: _____ Starting Salary: \$ _____

Dates Employed: From: _____ To: _____ Final Salary: \$ _____

Summarize the nature of the work performed and job responsibilities:

Reason for leaving: _____

May we contact for a reference? _____ Yes _____ No

Comments (including explanation of any gaps in employment): _____

If your job requires standing for up to 8 hours per day, could you perform this with or without reasonable accommodation? _____ With _____ Without

Note: After an employee is hired, he or she may be asked to provide additional information regarding the specific physical requirement functions of his/her particular position. You may be asked for information about the nature of any limitation for the purpose of determining what types of accommodations may be required to enable you to perform the essential functions of the particular job, which you are assigned.

EDUCATIONAL BACKGROUND

List names and locations of high school, colleges, trade or business schools attended.

School	Location	Diploma or Degree

Skills and Qualifications: Summarize special skills and qualifications acquired from employment, education or other experiences that may qualify you for the position you are seeking.

List any additional information you would like us to consider:

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

Applicant's signature _____ Date _____