

EMPLOYMENT APPLICATION

DATE: _____

Name: _____
 Address: _____
 How long have you been at this address: _____
 Previous address: _____
 Phone: _____ Cell: _____ Email: _____
 Applying for: Full Time _____ Part Time _____ Date Available: _____
 How did you hear about this position? _____

Are you a US Citizen? Yes _____ No _____
 Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? Yes _____ No _____
 Have you ever worked for the Roman Catholic Diocese of Burlington? Yes _____ No _____
 If yes, what location? _____
 Do you have valid Vermont Drivers License? Yes _____ No _____
 CDL? Yes _____ No _____

EDUCATIONAL BACKGROUND:

High School Name	Location	Diploma/GED		
College/University/Trade School	Location	Major	Degree	Number of Years Completed

EXPERIENCE:

Describe below all previous work experience in reverse chronological order (most recent employment first)

Name of Company _____
 Address _____
 Job Title _____ Salary/Rate of Pay _____
 Duties and Responsibilities _____

Employed: From: (month/year) _____ To: (month/year) _____
 Reason for Leaving: _____
 Were you asked to resign or terminated for cause? Yes _____ No _____
 If yes, please explain: _____
 Supervisor's Name _____
 May we contact this employer? Yes _____ No _____ Phone # _____

Name of Company _____
 Address _____
 Job Title _____ Salary/Rate of Pay _____
 Duties and Responsibilities _____

Employed: From: (month/year) _____ To: (month/year) _____
 Reason for Leaving: _____
 Were you asked to resign or terminated for cause? Yes _____ No _____
 If yes, please explain: _____
 Supervisor's Name _____
 May we contact this employer? Yes _____ No _____ Phone # _____

Name of Company _____
 Address _____
 Job Title _____ Salary/Rate of Pay _____
 Duties and Responsibilities _____

Employed: From: (month/year) _____ To: (month/year) _____
 Reason for Leaving: _____
 Were you asked to resign or terminated for cause? Yes _____ No _____
 If yes, please explain: _____
 Supervisor's Name _____
 May we contact this employer? Yes _____ No _____ Phone # _____

Please attach additional employment history

Other Special Training and/or Study (Computer, vocational experience, licenses, certificates)

References: No relatives may be used

Name	Phone No.	How do you know this reference? Work related, personal, educational.

CERTIFICATION

I certify that all answers given by me are true, accurate and complete, I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. I release from all liability anyone supplying information and I also release the employer from all liability that might result in making an investigation.

CONSENT TO PROCUREMENT OF CONSUMER CREDIT REPORT & BACKGROUND VERIFICATION

I understand that, as a condition of my consideration for employment with _____ Parish, or as a condition of my continued employment with _____ Parish, _____ Parish may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics, and trustworthiness. I hereby authorize and consent _____ Parish procurement of such a report. I understand that, pursuant to the Federal Fair Credit Reporting Act, _____ Parish will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with _____ Parish. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

APPLICANTS AGREEMENT

I also hereby and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means, that the Employee may resign at any time and _____ Parish may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct unless such change is specifically in writing by the Officers of _____ Parish. I also will abide by all rules/guidelines and regulations of the Employer. I authorize verification/background checks on me by this agency with the following agencies: D.C.F. (Dpt. of Children & Families); D.A.I.L. (Dpt. of Disabilities, Aging & Indep. Living); Vermont Crime Information Center (V.C.I.C.); Dpt. of Health and Human Services (H.H.S.); Department of Motor Vehicles.

I HAVE READ THE ABOVE AND FULLY UNDERSTAND AND AUTHORIZE.

SIGNATURE / APPLICANT _____ DATE _____

PRINTED NAME _____