



EMPLOYMENT APPLICATION

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Equal access to employments services and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

I. General Information:

Name: _____ Date: _____

Address: _____

Alternate Address: _____

Home Phone: _____ Cell Phone: _____ Email Address : _____

Referred by: _____

If related to anyone in our employ, please state name of person and department: _____

II. Employment Desired:

Position: _____ Have you applied to or worked for the Parish or Diocese Before? If so, provide details:

III. Education:

Type	Name, City and State of School	Year Completed or Graduated	Major
High School/GED			
College			
Graduate School			

Subject of Special Study or Research Work: _____

Certifications/Licenses: _____

Other Skills and Qualifications. Summarize any job related training, skills, or qualifications: _____

IV. Former Employment

Dates: From/To	Name and Address of Employer	Phone	Position	Salary: Begin/End	Reason for Leaving

If currently employed, may we contact your employer? Y N

V. Criminal History: Have you ever been convicted of a criminal offense? If so, please explain. : _____

VI. References: Please do not use relatives or former supervisors listed on the employment section

Name	Address	Phone	How you know this person

Applicant's Statement

I hereby authorize the Diocese of Lafayette-in-Indiana to contact, obtain and verify the accuracy of information contained in this application from all previous employers, educational institutions and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that certain positions may require the knowledge of or the practice of the Catholic faith. If this is a requirement, I will be told prior to employment.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation for this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause at any time, so as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature: _____ **Date:** _____