

# ST. FRANCIS OF ASSISI CATHOLIC CHURCH & SCHOOL EMPLOYMENT APPLICATION



## PERSONAL INFORMATION

NAME:

\_\_\_\_\_

Last First Middle Initial Social Security #

ADDRESS:

\_\_\_\_\_

Street City State Zip Code

TELEPHONE:

\_\_\_\_\_

Cellphone # Home Phone #

EMAIL ADDRESS: \_\_\_\_\_

Are you currently under contract with an employer?  Yes  No

If yes, how soon would you be available for employment with St. Francis of Assisi? \_\_\_\_\_

Are you Roman Catholic?  Yes  No If yes, name of parish: \_\_\_\_\_

Are you legally eligible for employment in the U.S.?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Have you ever been convicted of a drug related offense?  Yes  No

Have you ever been accused or convicted of child abuse?  Yes  No

POSITION YOU ARE APPLYING FOR: \_\_\_\_\_

REFERENCES (Please list information for at least THREE professional/personal references.)

	NAME	OCCUPATION	EMAIL ADDRESS	PHONE #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4. (if desired)	_____	_____	_____	_____
5. (if desired)	_____	_____	_____	_____

## EDUCATION, VOLUNTEER, AND EMPLOYMENT INFORMATION

SECONDARY/HIGH SCHOOL EDUCATION (Please list information for all current/previous high schools attended.)

NAME	CITY	STATE	GRADUATION
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

COLLEGE/UNIVERSITY EDUCATION (Please list information for all current/previous colleges/universities attended.)

NAME	CITY	STATE	DEGREE EARNED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VOLUNTEER WORK (Please list information for all current/previous volunteer work, if any.)

NAME	CITY	STATE	START & END DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CURRENT/PREVIOUS EMPLOYMENT (Please list information for all current/previous employment.)

1. \_\_\_\_\_  

Employer Name	City/State/Zip	Reason for Leaving	Start & End Date
_____			_____
Responsibilities			Supervisor Name
  
2. \_\_\_\_\_  

Employer Name	City/State/Zip	Reason for Leaving	Start & End Date
_____			_____
Responsibilities			Supervisor Name
  
3. \_\_\_\_\_  

Employer Name	City/State/Zip	Reason for Leaving	Start & End Date
_____			_____
Responsibilities			Supervisor Name
  
4. \_\_\_\_\_  

Employer Name	City/State/Zip	Reason for Leaving	Start & End Date
_____			_____
Responsibilities			Supervisor Name

5. \_\_\_\_\_  
Employer Name City/State/Zip Reason for Leaving Start & End Date  
\_\_\_\_\_  
Responsibilities Supervisor Name

6. \_\_\_\_\_  
Employer Name City/State/Zip Reason for Leaving Start & End Date  
\_\_\_\_\_  
Responsibilities Supervisor Name

7. \_\_\_\_\_  
Employer Name City/State/Zip Reason for Leaving Start & End Date  
\_\_\_\_\_  
Responsibilities Supervisor Name

Do we have your permission to contact your current/previous employers?  Yes  No

**Other training/skills/abilities which would qualify you for this position:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMARKS**

Please use this space to provide any additional information you think would be helpful to us in considering you for employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT OF APPLICANT STATEMENT** (Please read carefully before signing.)

If hired, I agree to conform to the rules and regulations of the Catholic Diocese of Des Moines & St. Francis of Assisi Catholic Church & School. I understand that my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the Catholic Diocese of Des Moines & St. Francis of Assisi Catholic Church & School or myself. I understand that no contract of employment is created by this application, or by my employment, or by the rules and regulations of the Catholic Diocese of Des Moines & St. Francis of Assisi Catholic Church & School.

I understand that hours in excess of the regular working hours may be required. I agree to this as a condition of employment.

I understand that if hired I am required to provide documents proving my U.S. citizenship or immigration status and employment eligibility.

I hereby certify that the information I've provided in this application is true and correct. I authorize investigation of all statements contained in this application and I release from liability all persons, companies and corporations supplying such information and agree to indemnify the Catholic Diocese of Des Moines & St. Francis of Assisi Catholic Church & School against any liability which might result from making such investigation. I fully understand that misrepresentation or omission of facts called for in this application is cause for immediate dismissal if I am employed.

I have read the above statements. I understand them and I agree to comply with them as conditions of employment.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\*\*\*\*\*

**PLEASE RETURN ALL COMPLETED PAGES OF THIS APPLICATION TO:**

ST. FRANCIS OF ASSISI CATHOLIC CHURCH  
7075 ASHWORTH ROAD  
WEST DES MOINES, IA 50266

\*\*\*\*\*