

# ST. FRANCIS OF ASSISI CATHOLIC CHURCH EMPLOYMENT APPLICATION



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## PERSONAL INFORMATION:

NAME: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

TELEPHONE: \_\_\_\_\_  
Home \_\_\_\_\_ Cell \_\_\_\_\_ Email address \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

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: \_\_\_\_\_

## EDUCATION AND EMPLOYMENT INFORMATION:

### SECONDARY EDUCATION:

NAME	CITY	STATE	DATE OF GRADUATION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### COLLEGE & UNIVERSITIES:

NAME	CITY	STATE	DEGREE & DATE RECD.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PREVIOUS EMPLOYMENT:**

Employer Name	Address	City/State/Zip	How Long / Reason for Leaving
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Responsibilities	Supervisor
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Employer Name	Address	City/State/Zip	How Long / Reason for Leaving
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Responsibilities	Supervisor
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Employer Name	Address	City/State/Zip	How Long / Reason for Leaving
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Responsibilities	Supervisor
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Do we have your permission to contact your previous employers?  Yes  No

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

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**PERSONAL / EMPLOYMENT REFERENCES:**

NAME	ADDRESS	CITY/STATE/ZIP	OCCUPATION	PHONE #
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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

## REMARKS

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

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.

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**Signature (manual)**

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**Date****RETURN TO:**

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