

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
Responsibilities			Supervisor

Employer Name	Address	City/State/Zip	How Long / Reason for Leaving
Responsibilities			Supervisor

Employer Name	Address	City/State/Zip	How Long / Reason for Leaving
Responsibilities			Supervisor

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

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

PERSONAL / EMPLOYMENT REFERENCES:

NAME	ADDRESS	CITY/STATE/ZIP	OCCUPATION	PHONE #

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.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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 (manual)

Date

RETURN TO:

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