

Application for Employment

It is the policy of **Blessed Trinity Catholic School** to provide equal employment opportunity to all qualified persons without regard to race, color, religion, creed, sex, marital status, disability, age, national origin, veteran status, sexual orientation, and status with regard to public assistance. Exceptions to the above non-discrimination policy may be necessary when based upon a bona fide occupational qualification. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Blessed Trinity Catholic School.

APPLICANT INFORMATION

Last Name: _____ First: _____ M.I.: ___ Date: _____

Street Address: _____

Apartment/Unit # _____

City: _____ State: _____ ZIP: _____

Phone: _____ E-mail: _____

Date Available: _____ Salary Requirements: _____

Position applied for / Type of work desired: _____

Type of employment desired: Full-time Part-time Temporary

Are you able to meet the attendance requirements? YES NO

Do you have any objection to working overtime if necessary? YES NO

Have you ever worked for our organization? YES NO

Can you submit proof of legal employment authorization and identity? YES NO

EMPLOYMENT HISTORY

Please provide all employment information for your past four employers, starting with the most recent.

1. Employer: _____ Position Held: _____

Address: _____ Telephone: _____

Immediate Supervisor & Title: _____

Dates employed: From _____ To _____

Job summary:

Reason for leaving: _____

2. Employer: _____ Position Held: _____

Address: _____ Telephone: _____

Immediate Supervisor & Title: _____

Dates employed: From _____ To _____

Job summary: _____

Reason for leaving: _____

3. Employer: _____ Position Held: _____

Address: _____ Telephone: _____

Immediate Supervisor & Title: _____

Dates employed: From _____ To _____

Job summary: _____

Reason for leaving: _____

4. Employer: _____ Position Held: _____

Address: _____ Telephone: _____

Immediate Supervisor & Title: _____

Dates employed: From _____ To _____

Job summary: _____

Reason for leaving: _____

OTHER SKILLS AND QUALIFICATIONS

Summarize any job-related training, skills, licenses, certificates, and /or other qualifications.

EDUCATIONAL HISTORY

List school name and location, years completed, course of study, and any degrees earned.

High School _____

From _____ To _____ Did you graduate? YES NO Degree _____

College _____

From _____ To _____ Did you graduate? YES NO Degree _____

REFERENCES

Please list three references. Do not include relatives or employers.

Full Name: _____ Years known: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Years known: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Years known: _____

Company: _____ Phone: _____

Address: _____

Applicant's Certification & Acknowledgement

By my signature below, I promise that the information provided in this employment application (and in any related documents or interview) is true and complete. I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date. I further understand that this application will only remain active for 30 days. I understand that applicants for employment in certain positions are required to successfully complete a pre-employment criminal background check prior to any final offer and I consent to this check.

I expressly authorize Blessed Trinity Catholic School 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 also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal authorization and eligibility to work in the United States. Failure to submit such proof shall result in immediate termination of employment. 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. I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature

Date