

Application for Employment

(PLEASE TYPE OR PRINT REQUESTED INFORMATION IN BLACK OR BLUE INK.)

Date: _____

Personal Information

Name:

Last First Middle

Address:

Street City State Zip

Telephone Number: () Other Phone Number: () E-mail Address:

Position applying for:

How did you hear about this position:

Referred to Position by:

Diocesan Website The Central Minnesota

Catholic Pastor

Friends or family Other:

Date available for work:

Have you submitted an application with the Parish before? Yes No

What is your desired salary range or hourly rate of pay?

If **yes**, give dates:

\$ Per

Have you ever been employed with the Parish?

Yes No

Type of employment desired: (Check all that apply)

Full-Time Seasonal Days

Part-Time Temporary Evenings

Weekends Any/Flexible

If **yes**, give dates

From To

Specific days of week and times available for work:

Are you legally eligible for employment in the United States?

Yes No

Daytime Contact Phone Number:

Will you travel if job requires it?

Yes No

Are you 18 years of age or older? Yes No

Will you work overtime if required?

If **no**, please explain

Yes No

Skills and Qualifications

Summarize any special training, skills, computer/software skills, licenses and/or certificates related to this position.

In your opinion, what makes you a good candidate for this position(s)?

Please attach a resume with your work history and educational background.

IMPORTANT, PLEASE READ AND SIGN

I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this Application for Employment, can result in disqualification for employment consideration or, if hired, may be grounds for termination from the company or its' subsidiaries. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Signed: _____

Do not write below this line

RESULTS

Employed: YES [] NO []

If Yes, Job Title: _____ Department _____

Date beginning Employment _____ Compensation \$ _____ per _____

Interviewed by: _____ Date: _____