



# Cathedral of Our Lady of the Angels

## EMPLOYMENT APPLICATION FORM

*The Cathedral of Our Lady of the Angels hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, handicap or veteran status. The Cathedral of Our Lady of the Angels reserves the right to be the sole judge of merit, competence and qualifications and can favor Catholic applicants and co-workers in all employment decisions.*

New Applicant     
  Transfer within the Cathedral     
  Rehire within the Cathedral

**Please print legibly or type**

Last Name		First Name		Middle Initial	Date	
Street Address					Home Phone	
City, State, Zip Code					Business/Message Phone	
Position Desired		Full Time ____ Part Time ____ Regular ____ Temporary ____			Social Security Number	
Date Available	Salary Desired	If necessary, will you work over time: Yes ____ No ____		How did you learn of this opening?		
Have you ever been employed by the Cathedral? If "yes," state when and where? Yes ____ No ____						
Is there any reason why you would be unable to perform any of the duties of the position which you applied? Yes ____ No ____						
If you are not a U.S. Citizen, have you the legal right to remain in the U.S.? Yes ____ No ____ Visa number _____						
Have you ever been convicted of a crime other than traffic infractions? Yes ____ No ____ If "yes" please explain (Note: Conviction is not an automatic bar to employment. Each case will be considered on its own Merit):						
Type	Name & Location of School			Number of Years	Major	Degree/Date
High School						
College						
Graduate School						
Profession, Trade School or Other:						
Skills Typing WPM ____ Shorthand ____ 10 - Key ____				Machines Operated:		
Other training skills including bilingual ability:						

U.S. Military Service					
Dates From:	To:	Service Branch	Initial Rank:	Final Rank:	Specialty:

**OFFICIAL USE ONLY:**

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Referred to: \_\_\_\_\_  
 Hired: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
 Starting Date: \_\_\_\_\_ Special Remarks: \_\_\_\_\_  
 \_\_\_\_\_

Please give accurate, complete full-time and part-time employment information. Complete all areas even if a resume is included with your application. Start with present or most recent employer. Are you employed at present? \_\_\_\_ Yes \_\_\_\_ No

Company Name		Employed (State Month & Year) From: _____ To: _____	
Address		Telephone:	
Position/Title:	Supervisor:	Salary Start _____ Last _____	Full-Time _____ Part-Time _____
Describe your duties and responsibilities:		Reason for leaving:	
Company Name		Employed (State Month & Year) From: _____ To: _____	
Address		Telephone:	
Position/Title:	Supervisor:	Salary Start _____ Last _____	Full-Time _____ Part-Time _____
Describe your duties and responsibilities:		Reason for leaving:	
Company Name		Employed (State Month & Year) From: _____ To: _____	
Address		Telephone:	
Position/Title:	Supervisor:	Salary Start _____ Last _____	Full-Time _____ Part-Time _____
Describe your duties and responsibilities:		Reason for leaving:	
Company Name		Employed (State Month & Year) From: _____ To: _____	
Address		Telephone:	
Position/Title:	Supervisor:	Salary Start _____ Last _____	Full-Time _____ Part-Time _____
Describe your duties and responsibilities:		Reason for leaving:	
We may contact the employers listed above unless you indicate you do not want us to contact them.	DO NOT CONTACT		
Employer(s) _____	Reason: _____		
Please explain periods of unemployment.			
From/To Date(s) (month & year) and Explanation(s)			
_____			
_____			
_____			
Other Information/background relevant in assessing your qualifications for employment:			

*Please read carefully before signing:*

*I certify that the information presented in this application form is true and complete. I understand that any false statements are sufficient cause for disqualification, or if hired, discharge. I give the Cathedral of Our Lady of the Angels permission to contact the references and employers listed except where specifically indicated to the contrary. I understand that the Cathedral of Our Lady of the Angels is exempt from State Unemployment and Disability programs. I understand that as a condition of employment, I must provide proof of my legal right to live and work in the United States in accordance with the Immigration Act of 1986. I further understand that this employment application is not a contract of employment and that I, or the Cathedral of Our Lady of the Angels, can terminate my employment at any time, with or without reasons. In addition, I understand employment may depend upon the results of physical and pre-employment test.*

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_