



EMPLOYMENT APPLICATION

PERSONAL INFORMATION

First: _____ Last: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ email: _____

How did you hear about this job? _____

Religion: _____ Parish Name: _____

POSITION/AVAILABILITY

Position Desired: _____ Desired Wage: \$ _____

Days Available: ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sa ☐ Su Do you prefer: ☐ Full-time ☐ Part-time

Date you can start work: _____

EDUCATION AND TRAINING

High School: _____ City, ST: _____

Did you graduate? ☐ Yes ☐ No Graduation Date: _____

College: _____ City, ST: _____

From (M/YR): _____ To: _____ Major/Minor/Coursework: _____

Did you graduate? ☐ Yes ☐ No ☐ Still Attending Graduation Date: _____

Type of Degree: _____

If still attending school, please provide schedule: _____

REFERENCES *(List 3 people who are familiar with your character as it relates to working with youth. Do not include relatives.)*

Name:			
Occupation:			
Phone:			
Email:			
Relationship:			

EMPLOYMENT *(Begin with the most recent and work backwards.)*May we contact: ☐ Yes ☐ No

Employer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Job Title: _____ Supervisor: _____

From (M/YR): _____ To: _____ Hours/week: _____ Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Job Title: _____ Supervisor: _____

From (M/YR): _____ To: _____ Hours/week: _____ Salary: _____

Duties: _____

Reason for Leaving: _____

PRE EMPLOYMENT QUESTIONS*For the following questions, if you answer no, provide an explanation below.*Are you at least 19 years of age or older? ☐ Yes ☐ NoDo you have reliable transportation? ☐ Yes ☐ NoCan you legally work in the US and provide evidence? ☐ Yes ☐ NoCan you fluently read and write English? ☐ Yes ☐ NoCan you fluently read and write Spanish? ☐ Yes ☐ No*For the following questions, if you answer yes, provide an explanation below.*Do you have friends or relatives employed by St. Mary's? ☐ Yes ☐ NoHave you previously applied to or been employed by St. Mary's? ☐ Yes ☐ No

Have you ever been discharged or asked to resign from a job?

☐ Yes ☐ No

Have you plead guilty to or been convicted of a crime?

☐ Yes ☐ No

The following questions are required by the Diocese of Grand Island. If you answer yes to the following questions, provide an explanation below.

Have you ever been convicted of a crime of sexual abuse, sexual harassment or exploitation?

☐ Yes ☐ No

Has any civil or criminal complaint, or any other written complaint, ever been made against you relating to sexual abuse, sexual harassment or exploitation?

☐ Yes ☐ No

Have you ever terminated your employment or had your employment terminated for reasons related to allegations of civil or criminal complaints of sexual abuse, sexual harassment or exploitation against you?

☐ Yes ☐ No

Have you ever been directed to receive any medical or psychological treatment, including counseling, involving your sexual abuse, sexual harassment or sexual exploitation of other persons?

☐ Yes ☐ No

Did you enter into an agreement with any past employer not to divulge the true reason for termination of your employment?

☐ Yes ☐ No

Other than the above, is there any other fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people?

☐ Yes ☐ No

Explanations: _____

AGREEMENT OF APPLICANT

I certify that the statements in this application and accompanying materials are true, complete and correct to the best of my knowledge, and understand that misrepresentation or deliberate omission of fact may subject me to disqualification or dismissal. I understand and agree to having a personal criminal background check, educational background check, employment background check and/or reference check conducted upon me with the results being kept in my personnel file. I further understand that if the results of the investigation are not satisfactory, any offer of employment may be withdrawn. I understand proof of citizenship or legal right to work in this country may be required as a condition of my employment.



By clicking this box, I understand I am signing this document electronically. I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.

Applicant Signature: _____

Date: _____

To save your application, click "print" then change the printer to Adobe PDF, and save the PDF document.

Submit the application, along with resume (if applicable), to parishadmin@stmarysgi.com.