

Application for Employment



ARCHDIOCESE OF LOUISVILLE
Agencies, Parishes, Schools

An Equal Opportunity Employer

Please complete all questions. Include any supplemental information that you think would be helpful.

The Archdiocese of Louisville is an equal opportunity employer and does not discriminate against any employee or applicant for employment in an unlawful manner.

PERSONAL

Last Name _____ First _____ Middle _____

Street Address _____ City _____ State _____ Zip _____

Business Phone _____ Home Phone _____ Cell Phone _____

Position Desired _____ Expected Salary _____

Social Security # _____ Driver's License # _____

Have you ever been convicted, found guilty, entered a plea of no contest, or had adjudication withheld in a criminal offense other than a minor traffic violation? Yes No

Have you ever applied for employment with or been employed by the Archdiocese of Louisville?

If yes, provide details. Yes No

Are you related to anyone who presently is employed by the Archdiocese of Louisville? If yes, list name, relationship and position. Yes No

EDUCATION

High School (Name and Address) _____

College, Trade or Vocational School (Name and Address) _____

Major Area of study _____

Degree _____ Years Completed _____

Foreign Language _____ Fluency: ___ Good ___ Fair ___ Poor

EMPLOYMENT HISTORY

List all employment (present or most recent position first)

From (Month/Year) _____ to (Month/Year) _____ Base Pay _____

Employer's Name _____

Employer's Address _____

Your Position (Title) _____

Name and Title of Supervisor _____

Employer's Telephone _____

Reason for Leaving _____

From (Month/Year) _____ To (Month/Year) _____ Base Pay _____

Employer's Name _____

Employer's Address _____

Your Position (Title) _____

Name and Title of Supervisor _____

Employer's Telephone _____

Reason for Leaving _____

From (Month/Year) _____ to (Month/Year) _____ Base Pay _____

Employer's Name _____

Employer's Address _____

Your Position (Title) _____

Name and Title of Supervisor _____

Employer's Telephone _____

Reason for Leaving _____

May we contact your present employer at this time? Yes No

Note: If additional space is needed, please use a blank sheet of paper using above format.

OFFICE SKILLS

List any office skills you possess such as typing _____

List any office machines/computer-software that you can operate proficiently _____

REFERENCES

Name three persons (not related) who have knowledge of your professional qualifications and whom we may have permission to contact immediately, preferably persons for whom you have worked.

Name _____ Employer _____ Phone _____

Name _____ Employer _____ Phone _____

Name _____ Employer _____ Phone _____

GENERAL

Recent Professional Accomplishments _____

APPLICANT'S STATEMENT

I certify that the information given on this application and in any other supporting documentation, resume, etc., is true and correct. I also understand that any false information or failure to disclose any requested information will constitute sufficient grounds for the Archdiocese of Louisville to terminate my employment without notice. I authorize my previous employers, schools and persons named as references to release any information regarding my employment together with information they may have regarding me, whether or not it is on their records. I agree that the Archdiocese of Louisville and my previous employers shall not be held liable in any respect if an employment offer is not tendered, is withdrawn, or my employment is terminated because of false statements, answers or omissions made by me in this application. I hereby release said employers, schools or persons from all liability for any damages whatsoever for releasing this information. I agree, if the position requires, to submit to fingerprinting, criminal records check and motor vehicle report on my driver's license. Consideration for employment depends upon the results of such examinations being acceptable to the Archdiocese of Louisville. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Archdiocese of Louisville is of an "at will nature" as defined by Kentucky law and described in the Archdiocese of Louisville Personnel Policies and Procedures Manual. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized administrator of the Archdiocese of Louisville.

Applicant's Signature: _____ **Date:** _____