



**DIOCESE OF PENSACOLA-TALLAHASSEE
APPLICATION FOR EMPLOYMENT**

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to provide information necessary to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state or federal law. **It is also the policy of the company that employment offers are contingent upon the successful completion of a level two (2) background screening and credit check (if applicable).**

PERSONAL INFORMATION (Please print)

Last Name	First Name	Middle Initial	Social Security #	
Address		City	State	Zip Code
Home Phone	Cell Phone	Date Available for Work		Desired Salary

If hired, would you have a reliable means of transportation to and from work? YES ☐ NO ☐

Are you at Least 18 years old? YES ☐ NO ☐ (IF UNDER 18 HIRE IS SUBJECT TO VERIFICATION THAT YOU ARE OF MINIMUM AGE)

If hired, can you present evidence of you US citizenship or proof of your legal right to live and work in the United States? YES ☐ NO ☐

EDUCATION

	SCHOOL NAME	CITY, STATE	DEGREE EARNED MAJOR FIELD OF STUDY
Graduate School			
College/University			
Secondary			
Honors Received -			

CERTIFICATIONS

Certificate Name _____ Certificate # _____ State _____

Teaching Endorsements _____

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		Reason for Leaving
		Starting	Final	
Job Title	Supervisor			May we contact this employer for a reference?

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		Reason for Leaving
		Starting	Final	
Job Title	Supervisor			May we contact this employer for a reference?

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		Reason for Leaving
		Starting	Final	
Job Title	Supervisor			May we contact this employer for a reference?

Note – Attach additional page(s) if necessary.

Please read carefully – Initial each paragraph and Sign below.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without give me prior notice of such disclosure. In addition, I herby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigations or disclosures.

_____ I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promised or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

DATE

APPLICANT SIGNATURE