

# Application for Employment

St. Mary of Mt. Carmel Parish  
409 Central Avenue  
Long Prairie, MN 56347  
longprairie@fivestaracc.org

(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(s) applied for:

Referred to Position by:

Date available for work:

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

\$            Per

Type of employment desired: (Check all that apply)

- Full-Time     Seasonal     Days  
 Part-Time     Temporary     Evenings  
 Weekends     Any/Flexible

Specific days of week and times available for work:

Daytime Contact Phone Number:

Are you 18 years of age or older?     Yes     No

Have you submitted an application with the  
Diocese of Saint Cloud before?     Yes     No

If **yes**, give date(s) and position(s)

Have you ever been employed with the Diocese of Saint  
Cloud?

Yes     No

If **yes**, give dates

From

To

Are you legally eligible for employment in the United States?

Yes     No

Will you travel if job requires it?

Yes     No

Will you work overtime if required?

If **no**, please explain

Yes     No

Answering "yes" to the following question does not  
constitute automatic bar to employment. Factors such as  
the date of the offense, seriousness and nature of the  
violation, rehabilitation and position applied for will be taken  
into account.

Have you ever pled "guilty" or "no  
contest" to, or been convicted of a crime?

Yes     No

If **yes**, please provide date(s) and details

## Skills and Qualifications

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

## Employment History

Starting with your most recent employer, provide the following information. Include military service assignments and volunteer activities. (Exclude groups which indicate race, color, religion, sex or national origin.)

Employer	Telephone Number ( )	Dates employed: Month/Year to Month/Year
Street Address	City	State
<b>Compensation (Final)</b>		
<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ Per		
Starting job title/final job title		
Immediate Supervisor and title (for most recent position held)		
Why did you leave?		
Summarize the type of work performed and job responsibilities.		
What did you like most about your position?		
What were the things you liked least about the position?		

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## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job?

Yes  No

If yes, please explain

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree: <input type="checkbox"/> Certification: <input type="checkbox"/> Other:		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree: <input type="checkbox"/> Certification: <input type="checkbox"/> Other:		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree: <input type="checkbox"/> Certification: <input type="checkbox"/> Other:		

## References

List the name and telephone number of three business/work references that are not related to you and are not listed on the previous page. If not applicable, list three school or personal references that are not related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known
			( )	
			( )	
			( )	

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

**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with the Diocese of Saint Cloud (hereinafter referred to as the employer) is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's Moderator of the Curia.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR AGENCY USE ONLY**

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Start Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Special Arrangements: \_\_\_\_\_

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Director

The following references were checked:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_  
Name Title Date