



Sacred Heart Catholic School & Parish

Application for Employment

Date of Application: _____	Position for which you are applying: _____	Please circle: full-time or part-time
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Name: _____ Home Phone: (____) _____

Last First MI

Address: _____ Cell Phone: (____) _____

Street Apt #

_____ E-mail: _____

City State Zip

Salary desired: _____ Date Available: _____

If hired, can you provide documentation of your legal right to work in the United States: Yes No

Have you been employed previously by Sacred Heart Catholic School & Parish? Yes No

If so, when & in what position? _____

Do you have any relatives or friends working at this location: Yes No If yes, please name: _____

Have you ever been convicted of a felony or misdemeanor offense (exclude traffic violations)? Yes No

If yes, please explain the circumstances: _____

Conviction does not automatically disqualify an applicant for a particular job. Type and seriousness of the crime, frequency of the violation, applicant's age at the time of conviction, date of the conviction or time elapsed since the conviction or completion of any jail sentence, and applicant's entire work and educational history, as well as employment references and recommendations, will be considered. It is the policy of Sacred Heart Catholic School & Parish to conduct a criminal background check on all employees prior to employment.

Education

Years completed	Elementary			High School					College				Grad School / Professional			
	6	7	8	9	10	11	12	GED	1	2	3	4	1	2	3	4
** ** ** Please circle ** ** **																
School Name																
School City																
Describe Major(s) or any special training:																

Specialized Skills

Software:	Proficiency level	
MS Word		
Excel		
MS Access		
PowerPoint		
Publisher		

Other: (List) _____

Typing Speed: _____ wpm

Language(s): _____

Written? _____ Spoken? _____

Licenses Held? _____

Additional skills applicable to this position? _____

Employment or Volunteer Experience

Please complete this section even if a resume is being submitted

1	Current or most recent employer:	Telephone:
	Address:	Start date (month & year):
	Supervisor's name & Title:	End date (month & year):
	Describe your work:	Position title:
		Ending salary:
Reason for leaving:	May we contact this employer? Yes or No	
2	Former employer	Telephone:
	Address:	Start date (month & year):
	Supervisor's name & Title:	End date (month & year):
	Describe your work:	Position title:
		Ending salary:
Reason for leaving:	May we contact this employer? Yes or No	
3	Former employer	Telephone:
	Address:	Start date (month & year):
	Supervisor's name & Title:	End date (month & year):
	Describe your work:	Position title:
		Ending salary:
Reason for leaving:	May we contact this employer? Yes or No	

Please explain any gaps in your employment history: _____

Have you ever been terminated or asked to resign from a job? Yes No Please explain: _____

Educational honors, extra-curricular activities, professional societies or other information that you believe is related to your ability to perform the job for which you are applying: _____

Military Experience: Branch _____ Rank _____ Years of Service _____

Professional References

Please list 3 who have knowledge of your professional and/or work experiences.

Name		Title	Employer / City	Daytime phone
First	Last			

Applicant's Statement:

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including a criminal background check.

Sacred Heart Catholic School & Parish is in compliance with the laws of the state of Iowa with regard to "employment at will". I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct, unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application, resume and/or interview(s) may result in discharge. Given that Sacred Heart Catholic School & Parish is a religious organization whose mission is the promulgation of Catholic teachings and ideals, I agree, if hired, to be respectful of the Catholic Church and its teachings and to comply with the moral standards of the Catholic Church.

Applicant's Signature

Date Signed