



# Application for Employment

## (For use in the Diocese of Metuchen)

The Diocese of Metuchen, its parishes, schools, and facilities, are bound to the canon law of the Roman Catholic Church. As such, certain employment positions must be restricted to members in good standing with the Roman Catholic faith. Where religious denomination is not a critical factor to the performance of required job functions, it is the policy of the Diocese of Metuchen, its parishes, schools, and facilities to afford equal access to programs, services, and employment to all persons where required by state and federal law. **Unless duly authorized and acknowledged in writing by the Bishop of Metuchen or the Vicar General, all employment is on an "Employment at Will" basis.**

### PLEASE TYPE OR PRINT

Today's Date: _____  Date You Are Available To Work: _____	Position Applying For: _____  Parish, School, or Facility (if not Diocesan Job) : _____	Have you passed your 18 <sup>th</sup> birthday? _____ Yes      _____ No  Expected Salary/Wage rate: _____
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### PERSONAL INFORMATION

Last Name _____	First Name _____	MI _____	Telephone Number: _____
Current Address (Street, City, State & Zip Code): _____			How long have you lived here? _____
Previous Address (Street, City, State & Zip Code): _____			How long did you live here? _____
Are you able to work consistently? _____ Yes      _____ No			Are you legally permitted to work in the U.S.?  _____ Yes      _____ No
Are you able to work overtime?      _____ Yes      _____ No			
Are you able to travel?      _____ Yes      _____ No			
If 'NO', please explain: _____			

### EDUCATIONAL BACKGROUND

Name and address of school attended	Dates Attended	Degree or Certificate awarded

### UNIFORMED ARMED SERVICES

Did you serve in the U.S. Uniformed Services?      _____ Yes      _____ No
If 'YES', Branch and dates of service: _____
Were you honorably discharged?      _____ Yes      _____ No

## EMPLOYMENT EXPERIENCE

May we contact your current employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

May we contact your previous employers? \_\_\_\_\_ Yes \_\_\_\_\_ No

Dates of employment	Company name and address (City, State, Zip)	Name and phone number of your supervisor	Position held	Reason for leaving position
Started __/__/__ Ended __/__/__				
Started __/__/__ Ended __/__/__				
Started __/__/__ Ended __/__/__				
Started __/__/__ Ended __/__/__				

## SKILLS

Please list any special skills, licenses, certifications, etc. relevant to the job for which you are applying:

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For positions where operating a motor vehicle is essential, do you have a valid driver's license?

\_\_\_\_\_ Yes \_\_\_\_\_ No DL# \_\_\_\_\_

**PERIODS OF UNEMPLOYMENT**

**For each period of unemployment during the past 7 years that exceeded 60 days, please list the dates of unemployment and the reason you were not working:**


**PERSONAL REFERENCES (Please do not include relatives or employers)**

Name of Reference	Address	Telephone	Title	Years Known

**APPLICANT’S CERTIFICATION**

**Please read all of the following statements thoroughly. If you need clarification before you sign this application, you may direct any questions to the Office of Human Resources, Diocese of Metuchen.**

I declare that each of the answers given to the questions on this application is complete and true to the best of my knowledge. I understand that any material misrepresentations or omissions may be cause for dismissal in the event I become employed. I hereby authorize the verification of all statements given in this application, and understand this may include contacting my former employers, educational institutions, references, law enforcement agencies, and any other related individuals. I agree to **HOLD HARMLESS** the Diocese of Metuchen (including its parishes, schools, and facilities), and its assignees and designees, for any information that may be divulged during this process.

**If I am hired, I understand and acknowledge the following:**

- 1) As a condition of employment, I agree to provide personal identification documents and proof of my eligibility to work in the United States as required by federal law.
- 2) I authorize the Diocese of Metuchen (including its parishes, schools, and facilities), and its assignees to conduct a routine background investigation in connection with my employment, which may include fingerprinting, Motor Vehicle check, verification of prior employment, and criminal records check. **For teaching positions:** The offer of employment does not become a final offer until a background check has been completed and is shown to be clear and a clear drug screen is received by the employer
- 3) The Diocese of Metuchen (including its parishes, schools, and facilities) expects all employees to observe its workplace rules and procedures as outlined in its Employee Handbook, employment manuals, etc.
- 4) I understand that employment at the Diocese of Metuchen (including its parishes, schools, and facilities) is on an “**At Will**” basis unless otherwise stated in writing. I understand **Employment at Will** to mean that either the employer or I can terminate my employment at any time, without cause and without notice.
- 5) The employment application is not a contract of employment, and does not obligate the Diocese of Metuchen, its parishes, schools, or facilities to extend an offer of employment to me, and acceptance of employment does not create a contract of employment unless specifically stated otherwise in writing.

APPLICANT’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT’S NAME \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY OFFICE OF HUMAN RESOURCES**

<b>Interviewed By:</b>	<b>Offer Extended:</b> YES      NO	<b>Location:</b>	<b>Compensation Level:</b>
<b>Position Title:</b>	<b>Position Accepted:</b> YES      NO	<b>Date of Birth:</b> <b>Driver's License:</b>	<b>Start Date:</b>
<b>Bishop's Approval:</b>	<b>Date:</b>		