



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 Diocese's General Secretary for Administrative and Legal Services, all employment is on an "Employment at Will" basis.**

PLEASE TYPE OR PRINT

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

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

Typing _____WPM Computer Skills _____

Shorthand _____WPM _____

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

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.
- 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

Interviewed By:	Offer Extended: YES NO	Location:	Compensation Level:
Position Title:	Position Accepted: YES NO	Date of Birth: Driver’s License:	Start Date: