

Roman Catholic Diocese of Lexington

APPLICATION FOR AT-WILL EMPLOYMENT

Except for certain positions where gender and religious affiliation is considered as a requirement of the job: we consider applicants for all positions without discrimination based on race, color, religion, creed, gender, national origin, age, marital or veteran status, disability, any other legally protected status.

(PLEASE PRINT)

Position Applied for | Date of Application

Last Name | First Name | Middle Name

Address | Number | Street | City | State | Zip Code

Telephone Number(s) | Social Security Number

If you are under 18 years of age? Can you provide required proof of your eligibility to work? Have you ever filed an application with us before?

If Yes, give date

Have you ever been employed with us before?

If Yes, give date

Are you currently employed? May we contact your present Employer?

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to work?

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay off" status and subject to recall? Can you travel if a job requires it? Do you have current and valid license/certificate for the job you are applying for? Do you have a valid drivers license without pending charges? Have you ever been involuntarily terminated from a job?

If Yes, please explain

Have you been convicted of a crime or do you have pending charges? Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain

Roman Catholic Diocese of Lexington

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				
Where job related, indicate any foreign languages you speak, read, and/or write				
	FLUENT	GOOD	FAIR	
SPEAK				
READ				
WRITE				
List current valid license, certificates, or degrees				
Describe any job-related training received in the United States military.				

Additional Information

Other Qualifications
Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

List professional, trade, business, or civic activities and offices held.
You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

Roman Catholic Diocese of Lexington

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude the name of organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status. Provide at least 10 years experience.

Employer: Phone Number: Job Title:	Address: City, State, Zip Reason for Leaving:
Employer: Phone Number: Job Title:	Address: City, State, Zip Reason for Leaving:
Employer: Phone Number: Job Title:	Address: City, State, Zip Reason for Leaving:
Employer: Phone Number: Job Title:	Address: City, State, Zip Reason for Leaving:

If you need additional space, please continue on a separate sheet of paper.

References - Provide business references which may include peers or supervisors

1. _____ (Name)	() _____ Phone #
_____ (Address)	
2. _____ (Name)	() _____ Phone #
_____ (Address)	
3. _____ (Name)	() _____ Phone #
_____ (Address)	

Roman Catholic Diocese of Lexington

Applicant's Statement

I certify that 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.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY-EMPLOYMENT RELATIONSHIP WITH THE ROMAN CATHOLIC DIOCESE OF LEXINGTON WOULD BE OF AN "AT WILL" NATURE WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE ROMAN CATHOLIC DIOCESE OF LEXINGTON MAY DISCHARGE EMPLOYEE AT ANY TIME AND FOR ANY OR NO REASON. IT IS FURTHER UNDERSTOOD THAT THE "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT CONTRARY UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY YOU AND THE BISHOP OR CHIEF OPERATING OFFICER OR THE SUPERINTENDENT OF SCHOOLS

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Roman Catholic Diocese of Lexington.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER

DATE

Employed Yes No

Date of Employment _____

Hourly Rate/Job Title _____

Salary _____

Department _____

NAME AND TITLE _____ DATE _____

NOTES : _____
