
St. Thomas More Employment Application

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT, but merely is intended to evaluate suitability for employment. It is the policy of St Thomas More to provide equal employment opportunity to all qualified persons without discrimination on the basis of sex, race, color, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state and federal law. It is also the policy St Thomas More to have the option of conducting pre-employment screening before a job offer is made.

We reserve the right to favor Catholic applicants and to consider Catholic teachings in employment decisions which directly impact the Church's pastoral mission.

PERSONAL INFORMATION

Name: Last: _____ First: _____ Middle: _____

Home Phone: _____ Cell Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

Since (Mo/Yr): _____

Email: _____

EDUCATION

High School Attended: _____ City/State: _____ Graduated? Yes No

College: _____ City/State: _____ Degree & Major: _____

Graduate School: _____ City/State: _____ Degree & Major: _____

Additional Certification Classes:

EMPLOYMENT INFORMATION

Please answer all of the following questions. When necessary, note question number and use an extra sheet of paper to provide explanations.

1. Yes ___ No ___ Are you at least 18 years of age and legally eligible for work in the United States?

2. Yes ___ No ___ Have you ever been discharged or asked to resign from a job?

If yes, please explain

3. Yes ___ No ___ Have you ever been convicted of or pled guilty to a felony or other crime?

If yes, please explain

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES _____ NO _____

Please list below your last three employers, beginning with the current or most recent past employer

Most Recent Employer: _____ City/State _____ ZIP _____

Phone _____ Position Held _____ From/To _____

Pay Rate _____ Supervisor _____

Reason For Leaving _____

Previous Employer: _____ City/State _____ ZIP _____

Phone _____ Position Held _____ From/To _____

Pay Rate _____ Supervisor _____

Reason For Leaving _____

Previous Employer: _____ City/State _____ ZIP _____

Phone _____ Position Held _____ From/To _____

Pay Rate _____ Supervisor _____

Reason For Leaving _____

JOB RELATED SKILLS

Please answer all of the following questions. When necessary, note question number and use an extra sheet of paper to provide explanations.

1. Yes _____ No _____ Do you have a valid drivers license?
2. Yes _____ No _____ Have you ever been convicted of or pled guilty to any traffic-related offense within the past 5 years?
3. Yes _____ No _____ Are you familiar with Microsoft programs (Windows, Word, Excel, Publisher)?
4. Yes _____ No _____ Have you worked for the Diocese of Spokane in the past?
5. Words typed per minute _____

Please list any professional licenses, designations, certifications, etc., that may relate to the position applied for. Include date granted, name of organization, and any other relevant information

1. _____

2. _____

Please Provide 3 Professional References:

	#1	#2	#3
Name			
Phone			
Email			

APPLICANT’S CERTIFICATION AGREEMENT

- 1. I understand that I may submit a copy of my resume’ and that by submitting a resume’ I understand that it will be used only as supporting and additional background information. A resume is not an authorized substitute for a completed employment application.**
- 2. I understand that if I should choose to complete only a portion of the required employment application that the information submitted may not be enough information from which to base any determination on, and, as a result, my application may not receive full consideration for employment.**
- 3. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release St Thomas More from all liability that may result from making background investigations.**
- 4. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.**
- 5. I agree, if I am offered and accept a position, to conform to all existing and future workplace rules, regulations, policies and procedures of St Thomas More.**
- 6. I understand and agree that St Thomas More reserves the right to change any wage, hours of work and working conditions, in its sole discretion, at any time, as deemed necessary.**
- 7. I understand the employment relationship will be At Will, meaning that either party can end the employment relationship at any time, and for any reason, or no reason.**
- 8. I understand that any employment offer is contingent upon my providing proof of identity and eligibility to work within the United States, within 3 days of my starting date, to conform to the provisions of the Immigration Reform and Control Act of 1986.**
- 9. I have read and reviewed the information contained in pages 1 through 3 of this employment application, and these 9 statements. By signing this employment application I certify that I understand all of the information requested and that I have provided information that is truthful, complete and accurate.**

(Applicant Signature)

(Today’s Date)