

ST. ANDREW THE APOSTLE  
Application for Employment

PLEASE PRINT CLEARLY

Position Applied For \_\_\_\_\_

Date Available for Employment \_\_\_\_\_ Minimum Acceptable Salary \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone Number (\_\_\_\_) \_\_\_\_\_ Work Phone Number (\_\_\_\_) \_\_\_\_\_

Are you 18 or over?  Yes  No  
Are you available for  Full-time  Part-time  Temporary  
 Day  Evening  Mon-Fri  Weekends  
Do you have a valid driver's license?  Yes  No  
Do you have transportation at your disposal?  Yes  No  
Have you ever been convicted of a felony?  Yes  No  
Have you ever worked for the archdiocese before?  Yes  No

EDUCATION

Highest grade completed:  
Do you have a high school diploma?  Yes  No Name of High School \_\_\_\_\_  
General Equivalency Diploma?  Yes  No Location \_\_\_\_\_

College/University  
Name \_\_\_\_\_ Dates attended \_\_\_\_\_ to \_\_\_\_\_  
Location \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

Graduate School  
Name \_\_\_\_\_ Dates attended \_\_\_\_\_ to \_\_\_\_\_  
Location \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

OTHER SCHOOLS ATTENDED (business, trade, military)

Name \_\_\_\_\_ Dates attended \_\_\_\_\_ to \_\_\_\_\_  
Location \_\_\_\_\_ Did you complete the course of study?  Yes  No  
If yes, license or certificate received \_\_\_\_\_

BUSINESS SKILLS

Can you type?  Yes  No WPM \_\_\_\_\_ Word Processing?  Yes  No  
Computer applications used \_\_\_\_\_

BUSINESS/COMMUNITY ORGANIZATIONS (include only those which might relate to your position)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE** (List present and past employment beginning with your most recent employment. If additional space is needed, please use another sheet of paper and attach.)

|   |                     |         |
|---|---------------------|---------|
| EMPLOYER NAME, ADDRESS and PHONE NUMBER | Position:           | Duties: |
|   | From:               |         |
|   | To:                 |         |
|   | Salary:             |         |
|   | Reason for Leaving: |         |
| Supervisor:                             |                     |         |

May we contact your current employer?  Yes  No

|   |                     |         |
|---|---------------------|---------|
| EMPLOYER NAME, ADDRESS and PHONE NUMBER | Position:           | Duties: |
|   | From:               |         |
|   | To:                 |         |
|   | Salary:             |         |
|   | Reason for Leaving: |         |
| Supervisor:                             |                     |         |

|   |                     |         |
|---|---------------------|---------|
| EMPLOYER NAME, ADDRESS and PHONE NUMBER | Position:           | Duties: |
|   | From:               |         |
|   | To:                 |         |
|   | Salary:             |         |
|   | Reason for Leaving: |         |
| Supervisor:                             |                     |         |

**REFERENCES: PERSONAL AND PROFESSIONAL (DO NOT INCLUDE RELATIVES)**

| NAME     | ADDRESS | PHONE NUMBER |
|----------|---------|--------------|
| 1. _____ |         |              |
| 2. _____ |         |              |
| 3. _____ |         |              |

**The following is an important part of the application and should be read carefully.**

I understand that, if employed by the Archdiocese of New Orleans, my acceptance of employment does not constitute an employment contract and no agreement to the contrary, written, stated, or implied, will be recognized unless entered with the Chief Financial Officer of the Archdiocese. I understand that my employment with the Archdiocese shall depend on satisfactory replies from my references and check of record convictions (if any). I agree to abide by the rules, systems, and policies of the Archdiocese and that while the Archdiocese may have in effect certain personnel procedures and practices, neither the existence of the procedures and practices, nor the Archdiocese's use or failure to use them, creates any obligation between the Archdiocese and myself. I understand that my employment is for no definite period and may be terminated with or without notice, at any time, for any reason or no reason by the Archdiocese or myself. I further understand that hours of work will be flexible when deemed necessary by the Archdiocese.

I authorize the Archdiocese to verify any statements made by me on the application and any Archdiocese form completed by me. I authorize all persons having knowledge of myself or my records to release such information to the Archdiocese. I release these companies and persons and the Archdiocese from any and all liability or claims that may arise by such disclosures or investigations.

I certify that the statements made by me on this application are true, complete and correct and it is further understood that should any falsification be discovered it will constitute grounds for non-acceptance or dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_