



CATHOLIC CHARITIES, INC. APPLICATION FOR EMPLOYMENT

It is the policy of Catholic Charities, Inc. that no person shall on the basis of race, color, national origin, religion, age, sex, handicap, sexual orientation, or veteran status be denied employment.
Catholic Charities, Inc. is an Equal Opportunity Employer and Service Provider.

Personal Data

Name _____ Date _____

Address _____

City / ST / Zip _____ Email _____

Phone (____) _____ Cell Phone (____) _____

Position Applying for: _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

Are you eligible to work in the U.S.? Yes No Can you work overtime/weekends? Yes No

How did you find out about this position? _____

List any relatives for friends working for us:

Name	Phone Number	Relationship
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Name	Phone Number	Relationship
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Educational Background			
	Name and Location	Degree	Major
High School			
College			
Graduate School			
Vocational School			
Other			

Licensure (please list): _____

Special training skills that would be beneficial in the job for which you are applying: _____

Memberships in Professional or Community Organizations: _____



Present Employer

Employer Name _____ Job Title _____

Start Date/Year _____ End Date/Year _____

Starting Salary _____ Ending Salary _____

Name of Supervisor _____ Telephone # _____

Describe Your Job Duties _____

Reason for Leaving _____

May we contact your present supervisor? Yes No

Previous Employer

Employer Name _____ Job Title _____

Start Date/Year _____ End Date/Year _____

Starting Salary _____ Ending Salary _____

Name of Supervisor _____ Telephone # _____

Describe Your Job Duties _____

Reason for Leaving _____

Previous Employer

Employer Name _____ Job Title _____

Start Date/Year _____ End Date/Year _____

Starting Salary _____ Ending Salary _____

Name of Supervisor _____ Telephone # _____

Describe Your Job Duties _____

Reason for Leaving _____



Personal and/or Professional References

Names of those not related to you whom you have known at least one year and one of which must be a current or former employer.

Name	Address	Phone Number	Years Known
1.			
2.			
3.			
4.			

Declarations and Authorization

Catholic Charities of Jackson, Inc. appreciates your willingness to share your faith, gifts, and skills. Providing safe and secure programs for our clients and staff is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality programs for the people of our community.

Catholic Charities, Inc is an equal opportunity employer. Catholic Charities, Inc does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Catholic Charities, Inc to hire me. If I am hired, I understand that either Catholic Charities, Inc or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Catholic Charities, Inc has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Catholic Charities, Inc true and complete information on this application. No requested information has been concealed. I authorize Catholic Charities, Inc to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

MY SIGNATURE CERTIFIES THAT I HAVE READ AND AGREE WITH THE STATEMENTS ABOVE.

SIGNATURE OF APPLICANT

DATE