



Employment Application

Please answer all of the questions completely for employment consideration.

Applicant Information	
Full Name:	Date:
Address:	
City:	State:
Zip Code:	
Phone/Cell:	Email:
Date Available:	Last 4 Digits of Social Security Number:
Position of Interest:	

Are you authorized to work in the United States?	Yes	No	If you are under age 18, can you furnish a work permit?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Have you ever worked for a unit in the Diocese of Lansing?	Yes	No	If yes, where and in what position?
	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Answering yes to the following two questions does not automatically disqualify you for the position.

Have you ever been convicted of a crime?	Yes	No	Have you ever been accused or arrested for physically, sexually, or emotionally abusing a child or an adult?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to either question, please explain (you may attach a detailed explanation):

Do you have any relatives working at the location where you are applying?	Yes	No
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If yes, please give name and position:

List any additional information you would like us to know about you. Include skills, licenses, certificates, or additional training you have relevant to the position:

Education and/or Military					
High School:			City, State: _____		

From:	To:	Did you graduate?	Yes	No	Major studies:
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
College:			City, State: _____		

From:	To:	Did you graduate?	Yes	No	Degree:
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
College:			City, State: _____		

From:	To:	Did you graduate?	Yes	No	Degree:
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
Graduate School:			City, State: _____		

From:	To:	Did you graduate?	Yes	No	Degree:
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
Military:			City, State: _____		

From:	To:	Type of discharge:			
_____	_____	_____			

Professional References – Not related to you

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Employment History

Organization: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____

Employment Dates: _____ - _____ Reason for leaving:

May we contact for a reference? Yes No

Organization: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____

Employment Dates: _____ - _____ Reason for leaving:

May we contact for a reference? Yes No

Organization: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____

Employment Dates: _____ - _____ Reason for leaving:

May we contact for a reference? Yes No

Applicant Statement

I certify that all information I have provided in this application is true, complete, and correct.

I expressly authorize, without reservation, Holy Spirit Roman Catholic Church as part of the Diocese of Lansing, its representatives, employees, or agents to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé, or job interview. I hereby waive any and all rights and claims I may have regarding the Holy Spirit Roman Catholic Church, its representative, employees and agents for seeking, gathering, and using such information in the employment process and all other persons, entities, or organizations for furnishing such information about me.

I understand that Holy Spirit Roman Catholic Church is fully committed to Equal Employment Opportunity and does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable law. I further understand that the employment relationship between Holy Spirit Roman Catholic Church and its employees may be governed by canon law as well as civil law.

If I am hired, I understand that employment is at-will. I understand that I am free to resign at any time, with or without prior notice, and that Holy Spirit Roman Catholic Church reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required or prohibited by applicable law. **This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that any handbooks, manuals, policies, and procedures maintained by the Diocese of Lansing and Holy Spirit Roman Catholic Church are not contractual in nature and may be amended or abolished at the sole discretion of the hiring agent. I understand that no supervisor or representative of the Holy Spirit Roman Catholic Church is authorized to make any assurances to the contrary and that no implied, oral, or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by an authorized representative of Holy Spirit Roman Catholic Church.**

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to (a) eliminate consideration of this application, or (b) immediately terminate my employment whenever it is discovered.

This application shall be considered active for a period of time not to exceed 90 days.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature: _____

Date: _____