



St. Mary School System

1243 Elmdale Rd
Paducah, KY 42003
(270) 442-1681
www.smss.org

Employment Application Form

IMPORTANT NOTICE: If you need assistance in completing this application, please contact the St. Mary School System Finance and Human Resources Manager. Applicants should be extremely careful as they complete this application.

GENERAL INSTRUCTIONS: This application form is to be filled out completely, in order to be considered for possible employment. If an item does not apply, respond by using "NA". For all sections, if more space is needed for your response, please attach additional sheets.

NOTE: All applicants will be required to furnish proof of identity and legal work authorization to be considered for employment.

The Diocese of Owensboro and its hiring entities recruit, hire and promote on the basis of merit, competence and qualifications without discrimination with regard to race, national origin, ancestry, citizenship, color, sex, age, and disability, marital, veteran or other protected status.

Personal Information

Name			
Last	First	Middle	Maiden
Address			
Street			
City	State	Zip	
Social Security #	Phone	Email Address	

Application Information

Select one:	
<input type="checkbox"/> New Applicant	
<input type="checkbox"/> Previously Employed within the Diocese of Owensboro at:	
<input type="checkbox"/> Currently Employed within the Diocese of Owensboro at:	
<input type="checkbox"/> I have filled out an application before on:	
Parish	Position Applying For
Type <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Other:	
Have you been convicted of a crime in the last 7 years?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, was it a: <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor	
Please list any convictions that are a matter of public record (arrests are not convictions). A conviction will not	

necessarily disqualify you from employment.	
Is there any reason you cannot perform any or all job-related tasks?	Are you willing to be a sub?
<input type="checkbox"/> No <input type="checkbox"/> Yes (please explain):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Available	Desired Salary

Work Experience

List all jobs, beginning with the most recent position.

Employer Name		
Address		
Street		
City	State	Zip
Phone #	Fax #	Supervisor's Name
Dates Employed	Reason for Leaving	
From:		
To:		
Starting Salary	Ending Salary	
Employer Name		
Address		
Street		
City	State	Zip
Phone #	Fax #	Supervisor's Name
Dates Employed	Reason for Leaving	
From:		
To:		
Starting Salary	Ending Salary	
Employer Name		
Address		
Street		
City	State	Zip
Phone #	Fax #	Supervisor's Name
Dates Employed	Reason for Leaving	

From:	
To:	
Starting Salary	Ending Salary

Miscellaneous Employment Questions

Can we contact your current employer?	Do you have any relatives employed by the Diocese?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education and Skills

High School

School Name		
Address		
Street		
City	State	Zip
Years Completed	Graduation Date	Type of Diploma/Degree

College

School Name		
Address		
Street		
City	State	Zip
Years Completed	Graduation Date	Type of Diploma/Degree

Graduate School

School Name		
Address		
Street		
City	State	Zip
Years Completed	Graduation Date	Type of Diploma/Degree

Professional/Trade

School Name		
Address		
Street		
City	State	Zip
Years Completed	Graduation Date	Type of Diploma/Degree

Miscellaneous Education/Skills Questions

Please describe any other specialized training, knowledge, experience, skills (include bilingual ability, computer skills, etc.), abilities, licenses, certificates or credentials which you feel add to your qualifications for the position sought with us.

References

Give at least three current professional references, including your present employers, who have first-hand knowledge of your character, personality and work ability. Please do not include family members or friends as references.

Name		
Address		
Street		
City	State	Zip
Telephone with Area Code	Position/Relationship	

Name		
Address		
Street		
City	State	Zip
Telephone with Area Code	Position/Relationship	

Name		
Address		
Street		
City	State	Zip
Telephone with Area Code		Position/Relationship

Certification and Waiver by Applicant

I understand that the employer follows an “employment at will” policy, in that I or the employer may terminate my employment at any time, without prior notice for any reason. This “employment at will” policy cannot be changed unless the change is specifically authorized in writing. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that certain positions may require the knowledge of or the practice of the Catholic Faith. If this is a requirement, I will be told prior to employment.

I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including termination.

I understand (and authorize) that the employer may thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interview. I authorize all individuals, schools, licensure boards, agencies, and companies named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information. I understand that any employment or offer of employment is dependent on the results of a background check.

I understand that filling out this form does not indicate there is a position open and does not obligate the Diocese of Owensboro to hire me.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

X

Applicant Signature

Date