

DIOCESE OF OWENSBORO

McRAITH CATHOLIC CENTER
600 LOCUST STREET
OWENSBORO, KY 42301
(270) 683-1545
WWW.OWENSBORODIOCESE.ORG

Employment Application Form

IMPORTANT NOTICE: If you need assistance in completing this application, please contact the Human Resources Department of the Diocese of Owensboro. 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

Date of Application (MM/DD/YYYY)	Legal Name: (Last, First, MI)	Other Names Used:
Current Address: (Street, City, State, Zip Code)		
Primary Phone Number:	Secondary Phone Number:	Email Address:

Application Information

Select one:

New Applicant

Previously Employed within the Diocese of Owensboro at: _____

Currently Employed within the Diocese of Owensboro at: _____

I have filled out an application before on: _____

Position Applying For:	Type:
Have you been convicted of a crime in the last 7 years?	If yes, was it a:
Yes No	Felony 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?
No Yes (please explain):	Yes No
Date Available:	Desired Salary:
Do you have any relatives employed by the Diocese? Yes No	

Work Experience

List all jobs, beginning with the most recent position.

May we contact your PRESENT employer?

Yes

No

Employer Name:	Date Employed: From _____ to _____.
Address: (Street, City, State, Zip Code)	Hourly Rate or Annual Salary:
	Starting: _____ Final: _____
Job Title: _____	Phone Number: _____
Supervisor: _____	Reason for Leaving:
Job Duties:	
Employer Name:	Date Employed: From _____ to _____.
Address: (Street, City, State, Zip Code)	Hourly Rate or Annual Salary:
	Starting: _____ Final: _____
Job Title: _____	Phone Number: _____
Supervisor: _____	Reason for Leaving:
Job Duties:	

Employer Name:	Date Employed: From _____ to _____.
Address: (Street, City, State, Zip Code)	Hourly Rate or Annual Salary:
	Starting: _____ Final: _____
Job Title: _____	Phone Number: _____
Supervisor: _____	Reason for Leaving:
Job Duties:	

Employer Name:	Date Employed: From _____ to _____.
Address: (Street, City, State, Zip Code)	Hourly Rate or Annual Salary:
	Starting: _____ Final: _____
Job Title: _____	Phone Number: _____
Supervisor: _____	Reason for Leaving:
Job Duties:	

Employer Name:	Date Employed: From _____ to _____.
Address: (Street, City, State, Zip Code)	Hourly Rate or Annual Salary:
	Starting: _____ Final: _____
Job Title: _____	Phone Number: _____
Supervisor: _____	Reason for Leaving:
Job Duties:	

Employer Name:	Date Employed: From _____ to _____.
Address: (Street, City, State, Zip Code)	Hourly Rate or Annual Salary:
	Starting: _____ Final: _____
Job Title: _____	Phone Number: _____
Supervisor: _____	Reason for Leaving:
Job Duties:	

Education and Skills

School	Name & Location of School	Field of Study	Did you Graduate?	Degree or Diploma
High			Yes: No:	
College			Yes: No:	
Graduate School			Yes: No:	
Other			Yes: No:	

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.

[illegible]

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.

Applicant Signature

Date

