

CATHOLIC CHARITIES BUREAU, INC.

Application for Employment

1416 CUMMING AVE. * SUPERIOR, WI 54880 * PHONE (715) 394-6617 * FAX (715) 394-5951

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation for the application and/or interview process should notify a representative of the Business Office.

Position(s) applied for _____ Date of application ____/____/____

Name _____ Social Security # _____ - _____ - _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone # () Cell/Beeper/Other # () E-mail address _____

If you are under 18, can you furnish a work permit? Yes No
 Have you ever been employed by Catholic Charities or any CCB affiliate before? If yes, give dates & positions: Yes No

Are you legally eligible for employment in this country? Yes No
 Date available for work / / Desired salary range? \$ _____

Employment/Position desired Full-Time Part-Time Limited Term

Are you able to meet the attendance requirements of this position? Yes No
 Have you ever plead "guilty" or "no contest" to, or been convicted of a crime Yes No

If yes, please provide date(s) and details _____ State _____

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number if driving is applicable to position _____ State _____

EMPLOYMENT HISTORY

Starting with your most recent employer, assignments or volunteer activities, provide the follow information

From (Month/Year)	To (Month/Year)	Employer	Telephone # ()
Job title	Street Address	City	State
Supervisor and title	Nature of work performed and job responsibilities		
May we contact for reference? Yes Later	Compensation	Hourly	Salary Start \$ Per Final \$ Per
Reason for leaving	Comments		
From (Month/Year)	To (Month/Year)	Employer	Telephone # ()
Job title	Street Address	City	State
Supervisor and title	Nature of work performed and job responsibilities		
May we contact for reference? Yes Later	Compensation	Hourly	Salary Start \$ Per Final \$ Per
Reason for leaving	Comments		
From (Month/Year)	To (Month/Year)	Employer	Telephone # ()
Job title	Street Address	City	State
Supervisor and title	Nature of work performed and job responsibilities		
May we contact for reference? Yes Later	Compensation	Hourly	Salary Start \$ Per Final \$ Per
Reason for leaving	Comments		

From (Month/Year)	To (Month/Year)	Employer	Telephone #
			()
Job title	Street Address	City	State
Supervisor and title	Nature of work performed and job responsibilities		
May we contact for reference?	Compensation	Hourly	Salary
Yes Later			Start \$ Per Final \$ Per
Reason for leaving	Comments		

SKILLS AND QUALIFICATIONS

List any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying _____

EDUCATIONAL BACKGROUND (if job-related)

School (Include City and State)	Number of Years Completed	Level of Completion	Course of Study

REFERENCES

Name	Title	Relationship to Candidate	Telephone	Number of Years Known

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer 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 local, state or federal law.

I understand that this application remains current for 6 months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer 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 the employer's director.

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 1) cancel further consideration of this application, or 2) immediately discharge me from the employer's service, whenever it is discovered.

Do not sign until you have read the above applicant statement.

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

Signature of Applicant _____ Date ____/____/____

This company is an **EQUAL OPPORTUNITY EMPLOYER** and fully subscribes to the principles of **EQUAL EMPLOYMENT OPPORTUNITY**. It is the policy of this company to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.