

# The Church of St. William

*(Application for Employment)*

Position Applied For \_\_\_\_\_

Name \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
*Street*

E-mail address \_\_\_\_\_ Telephone \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver's License/State \_\_\_\_\_

Have you ever been employed at St. William? \_\_\_ Have you been convicted of a felony? \_\_\_

If yes, please explain: \_\_\_\_\_

Special Skills and Qualifications *(Skills that make you particularly qualified for this position)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Background** *(attach additional sheets if needed)*

High School name and Location \_\_\_\_\_

Did You Graduate? \_\_\_\_\_ Course of Study \_\_\_\_\_

1. College name and Location \_\_\_\_\_

Years Completed \_\_\_\_\_ Degree/Major \_\_\_\_\_

2. College name and Location \_\_\_\_\_

Years Completed \_\_\_\_\_ Degree/Major \_\_\_\_\_

**Employment History** *(attach additional sheets if needed)*

**Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact name and Telephone #** \_\_\_\_\_

**Your Job Title** \_\_\_\_\_

**Summarize nature of work performed & job responsibilities**

\_\_\_\_\_  
\_\_\_\_\_

**From** *(date began)* \_\_\_\_\_ **To** *(date ended)* \_\_\_\_\_ **Reason for leaving** \_\_\_\_\_

\_\_\_\_\_

**Hourly Rate/Salary: Start** \_\_\_\_\_ **Final** \_\_\_\_\_

**Employment History** *(attach additional sheets if needed)*

**Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact name and Telephone #** \_\_\_\_\_

**Your Job Title** \_\_\_\_\_

**Summarize nature of work performed & job responsibilities**

\_\_\_\_\_  
\_\_\_\_\_

**From** *(date began)* \_\_\_\_\_ **To** *(date ended)* \_\_\_\_\_ **Reason for leaving** \_\_\_\_\_

\_\_\_\_\_

**Hourly Rate/Salary: Start** \_\_\_\_\_ **Final** \_\_\_\_\_

**References**

**1. Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**References Continued**

**2. Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**3. Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

I understand and agree that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and / or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without prior notice. I understand that no representative of the employer has the authority to make any assurance to the contrary. I understand that completion of this application is not a promise of employment. I give the employer the right to investigate all references and to secure additional information about me, if job related, including conducting a criminal background check. I hereby release from liability the employer and its representatives for seeking such information and all persons, corporations or organizations for furnishing such information. I understand that preference may be given to practicing Catholics and registered members of St. William parish.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_