



Catholic Charities USA

EMPLOYMENT APPLICATION

Catholic Charities USA (CCUSA) is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation, or physical or mental disability.

PERSONAL

Last Name	First	Initial	Social Security #
Other Name(s) Used			Home Telephone # ()
Address			Business or Message # ()
Position Applied For	Referred By		Salary Desired
Have you ever interviewed with CCUSA or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s), job title(s) & location(s)	
Have you ever been employed by CCUSA or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s), job title(s) & location(s)	
Do you have any relatives employed by CCUSA or its affiliates? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s), job title(s) & location(s)	

EDUCATION

Circle Highest Grade Completed:

High School	9	10	11	12
College, Trade or Business	1	2	3	4
Graduate Studies/Degrees	_____			
Licenses	_____			

YOU MAY ATTACH COPY OF RESUME WHICH WILL BE AN INTEGRAL PART OF THIS DOCUMENT

	Address	Major Studies	Degree, Diploma, License or Certificate
High School			
College/University			
Vocational, Business, Other			
List Any Professional Designations			
Other Special Knowledge, Skills or Qualifications			

For Clerical Applicants Only:

Do you type? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, WPM:
Computer Skills (Hardware/Software)	

EMPLOYMENT HISTORY

List all employment for the past 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

GENERAL

Yes No

- May we contact your current employer for references?
- if hired, will you be able to work overtime?
- Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court order? (A yes response does not automatically disqualify your application.)

CERTIFICATION & AUTHORIZATION

1. The foregoing is true and complete to the best of my knowledge and may be verified by Catholic Charities USA unless otherwise noted. I agree that if, in the judgment of Catholic Charities USA, any misrepresentation has been made by me in this application and/or supporting employment materials, any offer of employment may be withdrawn or if hired, I may be subject to disciplinary action including termination, at any time regardless of elapsed time after discovery.
2. I authorize CCUSA to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to CCUSA and will hold the CCUSA and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the CCUSA to obtain any credit and consumer check.
3. I understand that nothing in this employment application is intended to create an employment contract between myself and CCUSA. Further, I understand and agree that if hired, my employment will be “**at will**” and may be terminated by me or CCUSA at any time and for any reason with or without cause and that Catholic Charities USA will not be liable for any continuation of salary, wages, or employment benefits. I understand that no person has any authority to enter into any agreement contrary to the foregoing.
4. If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.
5. As required by the “Drug-Free Workplace Act of 1988”, employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace. As further required, an employee, as a condition of employment, must notify Catholic Charities USA if he/she is convicted of a criminal drug statute violation occurring in the workplace no later than five days after the conviction.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date