



# ST. JOSEPH CATHOLIC CHURCH

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St. Johns, Michigan 48879-1837  
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## Employment Application

Please answer all of the questions completely for employment consideration.

Applicant Information	
Full Name:	Date:
Address:	
City:	State: Zip Code:
Phone/Cell:	Email:
Date Available:	
Position of Interest:	

Are you authorized to work in the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you 18 years of age or older? (Applicants under age 18 will be asked to furnish a work permit if hired.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Have you ever worked for a unit in the Diocese of Lansing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, where and in what position? _____ _____
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*Note: Answering yes to the following two questions does not automatically disqualify you for the position.*

Have you ever been convicted of a crime?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever been accused or arrested for physically, sexually, or emotionally abusing a child or an adult?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you answered yes to either question, please explain (you may attach a detailed explanation):

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

Do you have any relatives working at the location where you are applying? If yes, please give name and position:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Education and/or Military**

High School:		City, State: _____	
_____			
Did you graduate?	Yes No	Major studies:	
	<input type="checkbox"/> <input type="checkbox"/>	_____	
College:		City, State: _____	
_____			
From:	To:	Did you graduate?	Yes No Degree:
_____	_____		<input type="checkbox"/> <input type="checkbox"/> _____
College:		City, State: _____	
_____			
From:	To:	Did you graduate?	Yes No Degree:
_____	_____		<input type="checkbox"/> <input type="checkbox"/> _____
Graduate School:		City, State: _____	
_____			
From:	To:	Did you graduate?	Yes No Degree:
_____	_____		<input type="checkbox"/> <input type="checkbox"/> _____
Military:		City, State: _____	
_____			
From:	To:		
_____	_____		

List any additional information you would like us to know about you. Include skills, licenses, certificates, or additional training you have relevant to the position:

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Professional References – Not related to you

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment History

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Employment Dates: \_\_\_\_\_ - \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact for a reference? Yes  No

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Employment Dates: \_\_\_\_\_ - \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact for a reference? Yes  No

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Employment Dates: \_\_\_\_\_ - \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact for a reference? Yes  No

## Applicant Statement

I certify that all information I have provided in this application is true, complete, and correct.

I expressly authorize, without reservation, St. Joseph Church ("Parish"), its representatives, employees, or agents to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé, or job interview. I hereby waive any and all rights and claims I may have regarding the Parish, the Diocese of Lansing, its representative, employees and agents for seeking, gathering, and using such information in the employment process and all other persons, entities, or organizations for furnishing such information about me.

I understand that the Parish is fully committed to Equal Employment Opportunity and 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 law. I further understand that the employment relationship between St. Joseph Church and its employees may be governed by canon law as well as civil law.

If I am hired, I understand that employment is at-will. I understand that I am free to resign at any time, with or without prior notice, and that the Parish reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required or prohibited by applicable law. **This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that any handbooks, manuals, policies, and procedures maintained by the Parish or the Diocese of Lansing are not contractual in nature and may be amended or abolished at the sole discretion of the hiring agent. I understand that no supervisor or representative of the Parish 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 an authorized representative of the Parish.**

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 are found to be false, incomplete, or misrepresented in any respect will be sufficient cause to (a) eliminate consideration of this application, or (b) immediately terminate my employment whenever it is discovered.

This application shall be considered active for a period of time not to exceed 90 days.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_