

# ARCHDIOCESE OF CHICAGO

An Equal Opportunity Employer

## Application for Employment or Volunteer Service

We thank you for filling out this form which is designed for those applying for a position with any department, agency, or parish of the Archdiocese of Chicago, including current employees or applicants seeking paid employment or volunteer work involving regular contact with children.

The Archdiocese complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record or mental or physical handicap unrelated to ability to perform the duties of the position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified handicapped individuals.

Please keep in mind that acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

### BASIC INFORMATION: (Please print.)

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ SS# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Have you ever used a surname other than indicated? \_\_\_\_\_ If yes, state name and explain \_\_\_\_\_  
\_\_\_\_\_

Position applied for \_\_\_\_\_ Date available \_\_\_\_\_

Salary requirements (if applicable) \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

### EDUCATION:

Name	Address	Month/Year	Degree
High School			
College			
Graduate Work			
Other (Describe)			

### EMPLOYMENT:

Please list chronologically your employment and volunteer activities during the past 5 years. If there are times you were not employed nor volunteering, include those dates and describe your principle activities.

Hire Date	Term Date	Position Held	Employer & Supervisor	Telephone	Reason for Leaving

If you have never been employed or volunteered, please list three personal references:

\_\_\_\_\_  
Telephone \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

References checked

\_\_\_\_\_  
Date \_\_\_\_\_ By \_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_ By \_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_ By \_\_\_\_\_

Have you ever been convicted of a crime? (Yes or No) \_\_\_\_\_ If you have been convicted of a crime other than a minor traffic offense, please state the following. Nature of conviction, date, sentence served including date and location, probation or parole officer, and any other facts or circumstances you wish to provide.

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

I certify the above information and statements are true and complete to the best of my knowledge. I understand that any misstatements or material omissions from this application may result in my disqualification from consideration for a position and may be the basis for termination of my services.

I authorize the Archdiocese or its agents to undertake any investigation it seems appropriate in connection with this application, including contact with all prior employers and a criminal background check.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**FOR CURRENT EMPLOYEES OR APPLICANTS SEEKING PAID EMPLOYMENT OR VOLUNTEER WORK INVOLVING REGULAR CONTACT WITH CHILDREN:**

I am aware of the Illinois Abused and Neglected Child Reporting Act and its reporting requirements.

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Your Date of Birth \_\_\_\_\_

**NOTE TO CHURCH OR SCHOOL:**

In order to determine the suitability of the applicant, it is very important that all of the previous references be contacted. *The person who has checked references with previous employers or personal references should put initials and date of contact next to the names listed on this form and' attach comments or written verification.*

In cases of paid employees (as versus nonpaid volunteers), a completed I-9 Form (to verify legal eligibility for employment according to the immigration laws) must be kept on file with the application form.