



St. Thomas More Parish Application for Employment Non-Teaching

Applicants requiring accommodation please notify the receptionist.
Please Print Clearly

Name – Last _____ First _____ Middle _____ Date _____

Street Address _____

City, State, Zip _____ Home Phone _____

Cell Phone _____ Email Address _____

Position applied for _____

Have you previously applied for employment with St. Thomas More or the Diocese of Gary? _____

Have you ever worked for St. Thomas More Parish or the Diocese of Gary? _____
If yes, when and where did you work? _____

How did you hear of this opening? _____

When can you start? _____ Desired Wage _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? ___ Yes ___ No

What hours are you available? _____ Are you available evenings? ___ Yes ___ No

Have you ever been convicted of a felony? (This will not necessarily affect your application.) ___ Yes ___ No

If yes, please describe conditions. _____

<u>Education:</u>	<u>School Name and Location</u>	<u>Year</u>	<u>Major</u>	<u>Degree</u>
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your work history, are there other skills, qualifications or experiences that we should consider?

Employment History: Start with most recent employer.

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor/Title _____ May we contact? ___ Yes ___ No

Responsibilities _____

Reason for Leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor/Title _____ May we contact? ___ Yes ___ No

Responsibilities _____

Reason for Leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor/Title _____ May we contact? ___ Yes ___ No

Responsibilities _____

Reason for Leaving _____

Please explain any gaps in employment or provide any additional information that you would like to have considered.

Personal References

**Please do not list relatives as personal references.
You must list at least two professional references.
You may use employees of the Diocese of Gary.**

Name: _____

Phone Number: _____ Alternate Number: _____

Occupation/Title: _____

Address/City/State/Zip: _____

Name: _____

Phone Number: _____ Alternate Number: _____

Occupation/Title: _____

Address/City/State/Zip: _____

Name: _____

Phone Number: _____ Alternate Number: _____

Occupation/Title: _____

Address/City/State/Zip: _____

If you are applying for a Custodial Position, please complete the following:

Have you had experience with the following:

Cleaning Classrooms ___ Yes ___ No Cleaning Offices ___ Yes ___ No

Cleaning Public Restrooms ___ Yes ___ No Using an Auto Scrubber ___ Yes ___ No

Manually mopping large rooms ___ Yes ___ No

If you are applying for a Maintenance Position, please complete the following:

Have you had experience on the following systems?

Electrical ___ Yes ___ No HVAC ___ Yes ___ No Boiler ___ Yes ___ No

Lawn Care ___ Yes ___ No Snow Removal ___ Yes ___ No Masonry ___ Yes ___ No

Small Eq Repair ___ Yes ___ No Plumbing ___ Yes ___ No Carpentry ___ Yes ___ No

St. Thomas More Parish is an Equal Opportunity Employer. We consider all applicants without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria. No part of this application will be used for the purpose of excluding or limiting any applicant's employment on any basis prohibited by local, state and federal law.

**READ THE FOLLOWING STATEMENT CAREFULLY,
THEN SIGN AND DATE THE STATEMENT.**

I understand and agree that any misrepresentation or falsification by me in this application will be sufficient cause to cancel this application, and/or if I am employed by St. Thomas More Parish to cause termination of my employment.

I understand that I may resign at any time, and St. Thomas More Parish has the right to terminate my employment at any time with or without cause and without prior notice. I understand that no representative of St. Thomas More Parish has the right or authority to make any claim to the contrary.

I give St. Thomas More Parish permission to investigate all references and secure additional job related information. I release from liability any representative of St. Thomas More Parish in seeking such information.

I understand that this application is current for only 90 days. At the conclusion of that time, if I wish to be considered for employment, I will need to make a new application.

Signature of Applicant: _____

Printed Name: _____

Date: _____