

**Catholic Social Services
Employment Application**

Catholic Social Services
3710 East 20th Avenue
Anchorage, AK 99508
Tel: 907-276-5590 · Fax: 907-222-7384

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () Phone: () E-mail Address:

Date Available: _____ Desired Salary: \$

Position Applied for:

Are you authorized to work in the U.S.? YES NO

Have you ever worked or volunteered for Catholic Social Services? YES NO If yes, when and where?

Type of employment desired:

- Full Time Part Time
- Temporary On Call

Have you ever been convicted of any misdemeanor or felony (other than traffic tickets, but including DUI's), or do you currently have a misdemeanor or felony charge filed against you? YES NO

If yes, explain:

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Education

High School Diploma/GED? Yes No

College: _____ Address: _____
From: _____ To: _____ Did you YES NO Degree & Major:

graduate?

Other:

Address:

From:

To:

Did you graduate

YES

NO

Degree:

References

Please list three professional references.

Full Name:

Relationship:

Company:

Phone: ()

Address:

Full Name:

Relationship:

Company:

Phone: ()

Address:

Full Name:

Relationship:

Company:

Phone: ()

Address:

Previous Employment

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for
Leaving:

May we contact your previous supervisor for a
reference?

YES

NO

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for
Leaving:

May we contact your previous supervisor for a

YES

NO

reference?

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with Catholic Social Services is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from Catholic Social Services, whenever it is discovered.

I expressly authorize, without reservation, Catholic Social Services, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding Catholic Social Services, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Catholic Social Services 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 local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Catholic Social Services reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of Catholic Social Services 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 Catholic Social Services' executive director.

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.

NOTICE TO APPLICANTS

Screening tests for alcohol and illegal drug use may be required before hiring and during your employment here.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

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

Signature: _____

Date: _____

We are proud to be a

DRUG-FREE workplace

How did you learn about this job opening?

Newspaper ad

Internet Which website:

Family or Friend

School

Bulletin Which Bulletin:

Other