

CATHOLIC DIOCESE OF SAVANNAH

601 E. Liberty St., Savannah, GA 31401-5196

Tel: 912-210-4100

Fax: 912-201-4101

APPLICATION FOR EMPLOYMENT

Please complete this application and return it to the Diocese of Savannah at the above address. An incomplete application will eliminate your candidacy. Please note we comply with all applicable equal employment opportunity laws and do not discriminate in hiring, promotion, or other employment decisions on the basis of race, age, sex, color, disability, veteran status or national origin.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Religious Affiliation	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you applied for employment here before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Have you ever been employed by the Diocese, any Catholic parish or school, or other Catholic agency? YES <input type="checkbox"/> NO <input type="checkbox"/>			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
<p>I certify that the above information is true and complete to the best of my knowledge. I understand any statement I have furnished which is shown to be false will be cause for disregard of this application or will be cause for my immediate dismissal if I have been hired.</p> <p>I understand that any offer of employment is contingent on my meeting the employment eligibility requirements of the Immigration Reform and Control Act.</p> <p>I authorize the Diocese of Savannah to conduct any and all inquiries that it may deem necessary to verify the information provided by me and/or to supplement this information. I authorize the Diocese of Savannah to conduct a personal and professional background check for the purposes of my application.</p> <p>I authorize any former employer, or any other person, firm, corporation, or government agency to provide the Diocese of Savannah with any information concerning me. In addition, I release such employer, firm, corporation, or government agency from any previous agreement, verbal or written, which would prohibit the release of information pertinent to my application for employment.</p> <p>I understand that if I am employed by the Diocese of Savannah, I will be employed on an at-will basis, meaning that either the Diocese of Savannah or I will have the right to terminate the employment relationship at any time, with or without cause.</p>	
Signature	Date