



Employment Application
Diocese of Cleveland | St. Francis Xavier



Please print

Date _____

Position applied for: _____

How did you hear about the position: _____

Name _____
Last First Middle Initial

Address _____
City State

Telephone _____

Have you ever been employed by St. Francis Xavier School or Parish _____ Yes _____ No

If yes, when and what was your position? _____

Are you currently employed? _____ Yes _____ No Where? _____

May we contact your present employer? _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigrant status?

_____ Yes _____ No

On which date are you available for work? _____

Are you available to work _____ Full Time _____ Part Time _____ Temporary

Are you on a lay-off and subject to recall? _____ Yes _____ No

PRIOR ADDRESS

Please list your previous address, retroactively for the past 10 years starting with the last address before your present one.

1. From _____ To _____
Address City State
2. From _____ To _____
Address City State
3. From _____ To _____
Address City State



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EDUCATION

Elementary	High School	College/University	Graduate
Name _____	_____	_____	_____
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree _____			

Describe Specialized Training, Apprenticeship, Skills, Extracurricular Activities and Foreign Language Skills

Honors Received

EMPLOYMENT EXPERIENCE

Please provide information for all employment within the past 10 years, starting with the most recent. Account for all periods including unemployment and service in the armed forces.

Employer	Telephone	From	To	Work Performed
Address		City		State
Job Title		Hourly Rate/Salary		
Supervisor		Telephone		
Reason for leaving				



Employer	Telephone	From	To	Work Performed
Address		City		State
Job Title		Hourly Rate/Salary		
Supervisor		Telephone		
Reason for leaving				

Employer	Telephone	From	To	Work Performed
Address		City		State
Job Title		Hourly Rate/Salary Final		
Supervisor		Telephone		
Reason for leaving				

PERSONAL AND PROFESSIONAL REFERENCES

Name and Occupation	Telephone
1. _____	_____
2. _____	_____
3. _____	_____



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APPLICANT'S STATEMENT (read carefully before signing)

I certify that answers given herein are true and complete to the best of my knowledge. I understand that any willful omission, or any falsification or misrepresentation of the information. provided on this application or in an interview, is sufficient cause for rejection of my application or termination of my employment in the event of employment.

I understand that this application is not and is not intended to be a contract of employment. In the event of employment, I understand that the parish follows an employment-at-will policy, in that I or the employer may terminate my employment at any time, or for any reasons consistent with applicable state or federal law, and that this employment-at-will policy cannot be changed unless the change is specifically authorized in writing. I authorize all persons, investigation agencies, business organizations, schools, companies, corporations, credit bureaus, and law enforcement agencies to supply the parish and/or its agents any information concerning my background, except my current employer if so noted above. If I am applying for a job that requires a driver's license in order to perform the essential duties of the job, I also authorize the parish to obtain a Driver's Abstract Report from any state in which I have held a standard or commercial driver's license and I agree to provide the parish with information sufficient to allow the parish to obtain these reports. I release the parish and its agents from any and all liabilities and responsibilities, damages, and claims of any kind whatsoever arising from the investigation of my background.

I understand, also, that in the event of employment I am required to abide by all rules and regulations of the parish.

Signature of Applicant _____ Date _____

For all school positions, please email to our school secretary, Mrs. Metzger at kmetzger@sfxmedina.org



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FOR PERSONNEL DEPARTMENT USE ONLY

Position applied for _____

Position considered for _____

Arrange Interview ____ Yes ____ No

Remarks _____

Employed ____ Yes ____ No Date of Employment _____

Job Title _____ Hourly rate/Salary _____

By _____

Reference contacted ____ Yes ____ No
