

Employment Application

Erie Catholic School System

Diocese of Erie

Date _____

Applicant Information		
Name (first, middle, last)		
Address (street, city, state, zip code)		
Phone Number(s)	Email Address	
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Social Security Number
Are you at least 18 years old? <i>If not, please provide a valid youth work permit.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever applied to Erie Catholic School System? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:	Have you ever worked for the Erie Catholic School system? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:	
Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more information about the job's "essential functions" to respond.		

Position Applying For		
Position	Part-Time or Full-Time Desired	Desired Compensation
When can you start?		
How were you referred to the Erie Catholic Schools System? <input type="checkbox"/> Erie Catholic website <input type="checkbox"/> College Career Services <input type="checkbox"/> Indeed.com <input type="checkbox"/> School Staff/Parent <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other		

Parish / Church	
Catholic? Yes / No	Name and Town of Parish: (or Church if not Catholic)

Required License(s)		
Are you licensed/have certifications which will assist in the job? Please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable		
Registration or License Number (if required)	State Issued	Expiration Date

Education				
School	Name and Location (City, state)	No. Years Attended	Major Subjects	Diploma/Degree Received
High				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
				Type
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No
				Type
Other (specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No
				Type

Training Courses <small>List any relevant training programs completed.</small>			
Course/Seminar	Sponsoring Organization	Content	Date(s) Attended

Special Skills
1. If relevant, please describe word processing speed, software knowledge, and office equipment experience.
2. Please list other valuable skills you possess that would be valuable to the Erie Catholic School System.

Employment History (Start with the most recent: use separate sheet if necessary.)	
Name of Employer	Telephone ()
Address	
Job Title	Employment Dates (month and year)
Name of Immediate Supervisor	From To
Description of Duties	
Compensation – start end	Reason for Leaving
If currently employed, may we contact as a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later

Employment History (continued)

Name of Employer		Telephone ()	
Address			
Job Title		Employment Dates (month and year)	
Name of Immediate Supervisor		From	To
Description of Duties			
Compensation – start		end	Reason for Leaving

Name of Employer		Telephone ()	
Address			
Job Title		Employment Dates (month and year)	
Name of Immediate Supervisor		From	To
Description of Duties			
Compensation – start		end	Reason for Leaving

Name of Employer		From	To
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Name of Employer		From	To
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Name of Employer		From	To
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Employment References (List individuals familiar with your job qualifications (other than relatives or personal friends))

Name		Day Telephone ()	Evening Telephone ()
Address			
Relationship		How long known?	

Name		Day Telephone ()	Evening Telephone ()
Address			
Relationship		How long known?	

Name		Day Telephone ()	Evening Telephone ()
Address			
Relationship		How long known?	

Please Read Carefully Before Signing This Form

All information in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired, regardless of when such information is discovered.

I authorize the Erie Catholic School System to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organizations providing information pertaining to me or my employment.

I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it may be necessary for me to reapply and fill out a new application.

The Erie Catholic School System does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local laws. Within the provision of the First Amendment of the U.S. Constitution however, we may require that due to the ministerial nature of the work to be performed, an applicant must be a practicing member of the Roman Catholic Church. In those cases, such requirement will be clearly stated in the position description and in any related advertisement for the particular job opening. Harrassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate or non-employee. The Erie Catholic School System takes all complaints of harrassment seriously and all complaints will be investigated promptly and thoroughly.

Regardless of whether or not I become employed by the Erie Catholic School System, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at The Erie Catholic School System is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the Erie Catholic School System's, unless specifically provided otherwise in a written employment contract. I further understand that no Erie Catholic School System employee or representative has the authority to enter into a contract regarding duration of terms and conditions of employment other than an officer or official of The Erie Catholic School System and then only by means of a signed written document.

Signature of Applicant _____ Date _____

Thank you for your interest in the Erie Catholic School System!