



NEWARK

Application for Employment

Immaculate Conception High School
258 S Main St, Lodi, NJ 07644
(phone) 973-773-2400 (fax) 973614-0893

**Position
Applying
For:**

Date: _____ Job Title: _____

PERSONAL DATA

(Please Print)

Name: _____
Last First Middle

Mailing Address: _____
No. Street City Postal Code

Telephone Home: _____ Business: _____ Mobile: _____

E-mail Address: _____

Are you available to work Full-Time Part-Time If PT, indicate Mornings Afternoon Evenings

How did you learn about us? Advertisement Website Relative Friend Other _____

Are you lawfully authorized to work in the United States? Yes No
Upon Employment, you will be required to produce documentation establishing your ability to work in the U.S.

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with us before? Yes No
If yes, when: _____

Do you have any relatives working here? Yes No
If yes, relationship: _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Date available for work ____/____/____ What is your desired salary range? \$ _____

Can you travel if a job requires it? Yes No

EDUCATION AND TRAINING

	Name & Location of Institution	Course of Study	Diploma/Degree
High School/GED			
Commercial, Trade or Technical Training			
Undergraduate College/University			
Graduate/Professional			
Other Continuing Education			
Professional Qualifications/ Memberships/Licenses if applicable:			

SPECIALIZED SKILLS

A. COMPUTER/TECHNOLOGY SKILLS:

- Word Processing Software: _____
 Spreadsheet Software: _____
 Database Software: _____
 Keyboarding _____ wpm
 Other _____ specify
 Dictaphone
 Data Entry
 Graphics
 Special Terminology _____ specify

B. TRADES/MAINTENANCE SKILLS:

C. LANGUAGE SKILLS: Spoken: _____ Written: _____

D. If you are applying for a position requiring a driver's license, please complete the following:

Do you have a valid driver's license? Yes No Class: _____

E. State any additional information you feel may be helpful to us in considering your application. (Please exclude organizations, which indicate national origin, gender, handicap or other protected status.)

PREVIOUS EMPLOYMENT (begin with most recent)

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed: From: To:	Final Salary/Hourly Rate:
Duties:	
Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed: From: To:	Final Salary/Hourly Rate:
Duties:	
Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed: From: To:	Final Salary/Hourly Rate:
Duties:	
Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed: From: To:	Final Salary/Hourly Rate:
Duties:	

Please use this space to enlarge upon other relevant information, skills, education, training, previous employment, special achievements, job interests, volunteer work, hobbies, or any additional information that you feel should be added to this application.

Please attach your resume.

RESUME ATTACHED

Applicant's Acknowledgment – I hereby understand and acknowledge:

1. At-Will Employment

Unless I am applying for a Union position, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time for any reason and the Employer may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically stated in writing by an authorized executive of this organization.

2. Compliance With Church Policies

I must observe all the guidelines and policies relevant to the position for which I am applying, including, but not limited to, the Archdiocese of Newark's Policies on Professional and Ministerial Conduct and the Harassment and Sexual Harassment Policy of the employer. Among other things, this means that I must exhibit the highest Christian ethical standards and personal integrity, and conduct myself in a manner that is consistent with the discipline, norms and teachings of the Roman Catholic Church.

Date

Signature of Applicant

PARISH OR SCHOOL NAME DECLARATIONS

Please read and initial each of the statements below:

_____ I have completed this application* truthfully and completely. If I have not fully and honestly completed this application, you may reject my application or dismiss me from employment at any time. (*This application includes any Resume which I have submitted to you.)

_____ I authorize you to verify the facts I have set forth on this application and hereby release you and your personnel and all persons or entities supplying information to you from all liability and damage that may result from furnishing such information.

_____ I authorize you to conduct a background check, including but not limited to criminal records check, abuse registry check and driving record check. I agree to cooperate as necessary with the background screening process, and I understand that if I am hired, additional screening checks may be made during my employment.

See separate Notice attached regarding Credit Reporting Agency check.

_____ I authorize and give my consent to any person, firm, company, corporation, entity, government agency, school, college or university who or which may have control over my documents, records, or other information pertinent to my employment application to furnish such information to you, in order to facilitate your assessment of my qualifications. This includes the National Personnel Records Center and/or the Army/Navy Air Force/Marine Corps/Coast Guard and their Reserve Components. I release all persons/entities providing information about me from any liability or responsibility arising from the release of such information. This authorization shall serve as my authorization to release any and all information described, and for that purpose a photocopy shall be considered as valid as an original.

_____ I understand and agree that information you obtain from sources that I have provided on my application need not be revealed to me.

_____ I understand that you have a ZERO TOLERANCE for abuse of minors and vulnerable adults and take all allegations of abuse seriously. I further understand that you cooperate fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ Unless I am applying for a Union position (in which case the terms of the collective bargaining agreement, when applicable, shall control), I understand that the position for which I am applying is an "AT-WILL" position, which means that either you or I can terminate employment at any time for any reason.

I have read and fully understand and agree to the contents of the Application for Employment and this Declaration.

Signature

Name Printed

Date

**PARISH OR SCHOOL NAME
NOTICE REGARDING CREDIT REPORTING AGENCY CHECK**

Please take notice that the position for which you are applying or which you desire as an employee may involve a check, now or in the future, of your background by using the services of a Credit Reporting Agency. If so, you have rights under the Fair Credit Reporting Act.

 I authorize you to obtain such a report.
~~—Initials—~~

Date _____