

Archdiocese of San Francisco

One Peter Yorke Way
San Francisco, CA 94109

Application for Employment

Personal Information

Name:	Last	First	Middle Initial	Maiden
Address:	Street	City	State	Zip
Phone:	Day ()	Evening ()	Cell/Pager ()	Are you a member of the Catholic Church? YES NO If YES name current Parish
<i>Note: If you've lived less than 5 years in your current residence, please use additional pages to list all residences in past 5 years.</i>				<p style="text-align: center; margin: 0;">Position Applying For</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Preference:</p> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <p>Geographic Preference:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
Do you have a legal right to work in the USA? YES NO				
Have you ever been convicted of a felony? If yes, please explain. YES NO				
Have you been arrested for an alleged crime that you are currently awaiting trial? If YES, please explain. YES NO				

Education and Professional Training

	Institution Name	Location (City)	Degree	Major
High School				
Trade School				
College or University				
Graduate or Extension Study				

Subjects of special study or research work: _____

Professional certification (s) held: (give title, issuer, expiration date): _____

Work Experience (list most recent position first)*

(1)	Date (to)	Employer	Position
	Date (from)	Address (City, State, Zip)	Name of Supervisor Phone ()
(2)	Date (to)	Employer	Position
	Date (from)	Address (City, State, Zip)	Name of Supervisor Phone ()
(3)	Date (to)	Employer	Position
	Date (from)	Address (City, State, Zip)	Name of Supervisor Phone ()
(4)	Date (to)	Employer	Position
	Date (from)	Address (City, State, Zip)	Name of Supervisor Phone ()
(5)	Date (to)	Employer	Position
	Date (from)	Address (City, State, Zip)	Name of Supervisor Phone ()

*** Additional work experience may be listed on a separate sheet of paper**

1. Have you ever been suspended, dismissed or asked to resign a position in the past ten years? If YES, explain here or on a separate sheet of paper. YES NO
2. Have you ever failed or refused to fulfill an employment contract? If YES, explain here or on a separate sheet of paper. YES NO
3. Are you presently employed? YES NO
4. If so, may we inquire of your present employer? YES NO
5. Have you ever applied within the Archdiocese of San Francisco before? YES NO
If yes, where? _____
6. Annual salary in most recent position _____ Salary desired _____
7. Date available for employment _____ Referred by: (AD, Posting, Person) _____

Other Experience

Please list any other experience, language, hobbies or special skills (i.e.: volunteer work) that you feel are relevant to this position:

Professional References

(1)	Name	Title
	Phone ()	Address

(2)	Name	Title
	Phone ()	Address

(3)	Name	Relation to your work
	Phone ()	Address

(4)	Name	Relation to your work
	Phone ()	Address



Certification – Please read before signing

I hereby certify under penalty of perjury under the laws of the state of California that to the best of my knowledge the information presented in this application form is true and complete. I understand that any false statements shall be sufficient cause for disqualification or, if hired, dismissal from employment for the Archdiocese of San Francisco. My permission is given for contact to be made with references and employers listed herein, except where specifically indicated to the contrary. I also understand that the law requires and/or allows the Archdiocese to perform a criminal background records check for certain positions and I will comply with all Archdiocesan policies and procedures pertaining thereto. Any offer of employment will be contingent upon satisfactory results of these reports, if any. I agree to provide the Archdiocese with any information reasonably necessary to implement these reports, including my date of birth and other relevant personal information, which shall be kept confidential and used solely for these purposes. I agree and acknowledge that no Archdiocesan representative other than the Archbishop or the Archdiocesan Vicar for Administration has the authority to make any oral or written agreements for employment for a specified time or for specified conditions of my employment. I further agree and acknowledge that any agreement for employment for a specified period of time or specified conditions of my employment must be in writing and signed by me and the Archbishop or the Archdiocesan Vicar for Administration. I also acknowledge that if hired, my employment with the Archdiocese is at-will and is not for a specified period of time; and can be terminated at any time for any reason, with or without cause or notice, by me or by the Archdiocese.

Signature	Date
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Office Use Only:

Interviewed By:	Date:	Referred To:
Hired:	Position:	Salary:
Starting Date:	Special Remarks:	