

# Archdiocese of Chicago

## An Equal Opportunity Employer

### Application for Employment or Volunteer Service

We thank you for filling out this form which is designed for those applying for a position with any department, agency, or parish of the Archdiocese of Chicago, including current employees or applicants seeking paid employment or volunteer work involving regular contact with children.

The Archdiocese complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record or mental or physical handicap unrelated to ability to perform the duties of the position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified handicapped individuals.

Please keep in mind that acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

**BASIC INFORMATION:** (Please print)

Name \_\_\_\_\_  
Last
First
Middle

Address \_\_\_\_\_  
City
State
Zip

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ SS# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Have you ever used a surname other than indicated? \_\_\_\_\_ If yes, state name and explain. \_\_\_\_\_

Position applied for \_\_\_\_\_ Date Available \_\_\_\_\_

Salary requirements (if applicable) \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

**EDUCATION:**

NAME	ADDRESS	MAJOR	DEGREE
HIGH SCHOOL			
COLLEGE			
GRADUATE WORK			
OTHER (Describe)			

**EMPLOYMENT:**

Please list chronologically, your employment and volunteer activities. If there were times you were not employed nor volunteering, include those dates and describe your principal activities.

HIRE DATE	TERM DATE	POSITION HELD	EMPLOYER & SUPERVISOR	TELEPHONE	REASON FOR LEAVING

If you have never been employed or volunteered, please list three personal references.

_____	Telephone _____
_____	Telephone _____
_____	Telephone _____

**Reference Checked:**

_____	Date _____	By _____
_____	Date _____	By _____
_____	Date _____	By _____

Have you ever been convicted of a crime? (Yes or No) \_\_\_\_\_. If you have been convicted of a crime other than a minor traffic offense, please state the following: Nature of conviction, date, sentence received, sentence served, including date and location, probation or parole officer, and any other facts or circumstances you wish to provide.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the above information and statements are true and complete to the best of my knowledge. I understand that any falsification or omission of information requested in this application will result in termination of my employment.

I authorize the Archdiocese or its agents to undertake any investigation it deems appropriate in connection with this application, including contact with all prior employers and a criminal background check.

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For current employees or applicants seeking paid employment or volunteer work involving regular contact with children:**

*Check one box – do not sign unless you understand the law.*

**Check one box – do not sign unless you understand the law.**

- I am aware of the Illinois Abused and Neglected Child Reporting Act and its reporting requirements.
- I am not aware of this act and need to have it explained to me.
- I have had this act explained to me and I now understand it.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

