

# THE DIOCESE OF DAVENPORT

## SUPPORT STAFF

### EMPLOYMENT APPLICATION

Position(s) applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Employment desired:

\_\_\_\_\_ Regular Full-time      \_\_\_\_\_ Regular Part-time      \_\_\_\_\_ Project

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Social Security No.: \_\_\_\_\_

May we contact you at work: \_\_\_\_\_ Yes \_\_\_\_\_ No Work Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

If yes, best time to call: \_\_\_\_\_

### EMPLOYMENT HISTORY

List all your business experience, including employers, assignments and volunteer activities covering the last ten years. However, at a minimum, please complete your last three employers. Include military experience. Please explain any gaps in employment in the comments section below.

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Zip: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_

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Summarize the nature of the work performed and job responsibilities:

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I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_