



Diocese of Allentown

Application for Employment
Berks, Carbon, Northampton, & Schuylkill County

Name	Last	First	Middle	Today's Date
Address	Street			Telephone No. Mobile: Home:
City	State	Zip Code	Email Address	
(1) Position you are applying for: F/T P/T Date you can start: _____				
(2) Can you perform the essential functions of the job you are applying for, with or without reasonable accommodations? Yes No If no, please describe: If reasonable accommodations are necessary, please describe the accommodations needed:				
(3) Are you at least 18 years of age or older (If no, you must present a State of Pennsylvania Work Permit)? Yes No				
(4) Have you previously worked for the Diocese of Allentown? Yes No If yes, dates of employment: _____ Position Title: _____				
(5) For Driving Jobs <u>ONLY</u> : Do you have a valid driver's license? Yes No Have you had your driver's license suspended or revoked in the last three years? Yes No If yes, please give details:				
(6) Referred by (if applicable):				
(7) Have you ever been convicted of a crime in the nature of a felony or misdemeanor? _____. The term "convicted" includes any conviction resulting from a plea of guilty or nolo contendere (no contest). (Conviction will not necessarily disqualify an applicant from employment and will be considered only to the extent that it relates to an applicant's suitability for the position sought). If YES, please indicate the date, crime, location, and circumstances surrounding the conviction(s).				
(8) Are you legally eligible for employment in the United States? Yes No (Proof of Citizenship or Immigration Status will be required upon employment.)				

I understand an offer of employment is made conditional upon satisfactory completion of a Pennsylvania State Police Criminal Record check, Pennsylvania Child Abuse History, FBI Criminal Background Fingerprint Check and, if applicable, a motor vehicle report.

I understand that this is only an application for employment and is not to be interpreted as a contract.

In compliance with federal and state equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, marital status, ancestry, or disability status.

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Please complete the following information, if applicable to the position you are applying for:

School	Name of School	Location (City, State)	Course of Study/Major	Diploma, Degree, Certificate Rec'd
High School/GED				
College or University				
Vocational or Business				
Nursing Education				

SPECIAL SKILLS AND QUALIFICATIONS FOR THIS POSITION:

Are you currently working? Yes No

EMPLOYMENT RECORD (List most recent or present first)

Present and Former Employers		Dates Employed	Position & Duties	Reason for Leaving
Company Name	City/State	From:		
Supervisor's Name	Phone No.	To:		
Company Name	City/State	From:		
Supervisor's Name	Phone No.	To:		
Company Name	City/State	From:		
Supervisor's Name	Phone No.	To:		
Company Name	City/State	From:		
Supervisor's Name	Phone No.	To:		

May we contact your present employer? Yes No

PROFESSIONAL REFERENCES

Name	Company/Organization	City, State	Business Phone

I hereby affirm that the information on this application (and accompanying resume, if any) is true and complete. I understand that any false or misleading information, representatives, or omissions may disqualify me from further consideration for employment and may result in termination even if discovered at a later date. If hired, I agree to conform to the rules and regulations of the Diocese of Allentown. If hired, I understand that my employment will be on an at-will basis, which means that it can be terminated at any time, with or without cause and with or without notice, at the option of either myself or the Diocese of Allentown.

Signature of Applicant _____

Date: _____