



# Employment Application

Please answer all of the questions completely for employment consideration.

Applicant Information	
Full Name:	Date:
Address:	
City:	State: Zip Code:
Phone/Cell:	Email:
Date Available:	
Position of Interest:	

Are you authorized to work in the United States?      Yes      No      If you are under age 18, can you furnish a work permit?      Yes      No

                

Have you ever worked for a unit in the Diocese of Lansing?      Yes      No      If yes, where and in what position?

           \_\_\_\_\_

\_\_\_\_\_

*Note: Answering yes to the following two questions does not automatically disqualify you for the position.*

Have you ever been convicted of a crime?      Yes      No      Have you ever been accused or arrested for physically, sexually, or emotionally abusing a child or an adult?      Yes      No

                

If you answered yes to either question, please explain (you may attach a detailed explanation):

\_\_\_\_\_

\_\_\_\_\_

Do you have any relatives working at the location where you are applying?      Yes      No

If yes, please give name and position:           

\_\_\_\_\_

List any additional information you would like us to know about you. Include skills, licenses, certificates, or additional training you have relevant to the position:

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Education and/or Military					
High School:		City, State: _____			
_____					
Did you graduate?		Yes	No	Major studies:	
		<input type="checkbox"/>	<input type="checkbox"/>	_____	
College:		City, State: _____			
_____					
From:	To:	Did you graduate?		Yes	No
_____	_____			<input type="checkbox"/>	<input type="checkbox"/>
				Degree: _____	
College:		City, State: _____			
_____					
From:	To:	Did you graduate?		Yes	No
_____	_____			<input type="checkbox"/>	<input type="checkbox"/>
				Degree: _____	
Graduate School:		City, State: _____			
_____					
From:	To:	Did you graduate?		Yes	No
_____	_____			<input type="checkbox"/>	<input type="checkbox"/>
				Degree: _____	
Military:		City, State: _____			
_____					
From:	To:				
_____	_____				

Professional References – Not related to you

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment History

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Employment Dates: \_\_\_\_\_ - \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
May we contact for a reference? Yes  No

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Employment Dates: \_\_\_\_\_ - \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
May we contact for a reference? Yes  No

Organization: _____	Phone: _____
Address: _____	Supervisor: _____
Job Title: _____	Salary: \$ _____
Employment Dates: _____ - _____	Reason for leaving: _____
May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Applicant Statement

I certify that all information I have provided in this application is true, complete, and correct.

I expressly authorize, without reservation, the Diocese of Lansing, its representatives, employees, or agents to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé, or job interview. I hereby waive any and all rights and claims I may have regarding the Diocese of Lansing, its representative, employees and agents for seeking, gathering, and using such information in the employment process and all other persons, entities, or organizations for furnishing such information about me.

I understand that the Diocese of Lansing is fully committed to Equal Employment Opportunity and does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable law. I further understand that the employment relationship between Diocese of Lansing and its employees may be governed by canon law as well as civil law.

If I am hired, I understand that employment is at-will. I understand that I am free to resign at any time, with or without prior notice, and that the Diocese of Lansing reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required or prohibited by applicable law. **This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that any handbooks, manuals, policies, and procedures maintained by the Diocese of Lansing are not contractual in nature and may be amended or abolished at the sole discretion of the hiring agent. I understand that no supervisor or representative of the Diocese of Lansing is authorized to make any assurances to the contrary and that no implied, oral, or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by an authorized representative of the Diocese of Lansing.**

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

The employer is a religious institution, and its efforts are directed toward the glory of God and the salvation of souls. Employees of the Diocese of Lansing are commissioned to live and proclaim the Gospel always and everywhere. While employees are asked to serve in a variety of roles, each employee's duties and responsibilities are primarily religious. That is, by word and deed, each employee is involved in spreading the faith and other key works of the Church. Each employee's position is vital to the spiritual and pastoral mission of the Church, and is inherently religious.

In both personal and professional life, an employee must exemplify the moral teachings of the Catholic Church. The employee must not teach, advocate, model, or in any way encourage beliefs or behaviors that are contrary to the dogmatic or moral teachings of the Catholic Church, which can be found in the Catechism of the Catholic Church.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to (a) eliminate consideration of this application, or (b) immediately terminate my employment whenever it is discovered.

This application shall be considered active for a period of time not to exceed 90 days.

**I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_