



# Employment Application

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## Contact Information

Date:

First Name

Middle

Last Name

Mailing Address

City, State, Zip

E-mail Address

Phone

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## General Information

What position are you applying for?

How did you learn about this position?

Available to work:

When are you available to start?

Full-time

Part-time

Temporary

Days

Nights

Weekends

If you are under age 18, can you provide required proof of age documentation?

Are you prevented from being lawfully employed in the U.S. due to Visa or immigration status?

Have you ever worked or volunteered for the Roman Catholic Church or a Catholic affiliated organization?

If yes, where?

Are you related to anyone in our employment?

If yes, please provide name and program:

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Education Information

School Name and Address:

Yrs Completed:

Major/Degree:

High School:

College

Other (specify)

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Employment History

Please list your present and past work experience for the last ten years beginning with your current job. You may include volunteer activities/positions. If additional space is needed please attach.

Name of Employer:

Contact Number:

Address (street/city/state/zip):

Employment Start:

Employment End:

Position:

Supervisor:

Description of Duties:

Reason for Leaving:

If current employer,  
may we contact?

Salary:

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Name of Employer:

Contact Number:

Address (street/city/state/zip):

Employment Start:

Employment  
End:

Position:

Supervisor:

Reason for Leaving:

Salary:

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Name of Employer:

Contact Number:

Address (street/city/state/zip):

Employment Start:

Employment End:

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Name of Employer:

Contact Number:

Address (street/city/state/zip):

Employment Start:

Employment End:

Position:

Supervisor:

Reason for Leaving:

Salary:

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Other Information

Why do you want to be considered for employment here?:

Do you have a valid driver's license?:

Please summarize any specialized job-related skills and qualifications acquired from employment or other experience, including volunteer activity:

Have you ever been reprimanded, suspended, disciplined, demoted or otherwise subject to negative job action by any former or current employer, at any time?

If yes, please explain the circumstances:

Has your employment activity been the subject of any lawsuit or claim by any third party, including but not limited to any client, patient or customer, against any former or current employer?

If yes, please explain the circumstances:

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## Information Certification

I hereby certify that information contained in this application are true and correct to the best of my knowledge and I authorize Catholic Charities to verify their accuracy and to obtain reference information on my work performance. I authorize all previous employers, supervisors, and all persons with and whom I have worked, to give Catholic Charities representatives any and all information regarding me and my previous employment. I release Catholic Charities and all previous employers, supervisors, and all persons with and for whom I have worked, from any liability for any damages that may result from furnishing information to Catholic Charities. I understand that any misrepresentation, falsification or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of the Employer.

I further agree and understand that my employment is at-will and can be terminated at any time with or without cause and with or without notice, either at my option or at the option of the employer. I further understand that no agreement which is contrary to this at-will employment relationship shall be effective unless it is contained in a specific, express, written contract which is signed by the agency Executive Director.

I also understand that all offers of employment are conditioned on providing satisfactory proof of my identity and legal authority to work in the United States. I also understand that any employment offer is conditional based on successfully completing and passing a criminal and civil background check.

Signature of Applicant

Date

**This application for employment is good for 90 days only. Considerations for employment after 90 days requires a new application.**

**Catholic Charities provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, age, disability, genetic information or veteran status. In addition to federal law requirements, Catholic Charities complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation and training.**

**OPTIONS FOR SUBMISSION - Please choose one:**

**PRINT FORM and mail (or deliver) to:**

**2740 SE Powell Boulevard, Portland OR 97202**

**PRINT FORM and fax to:**

**(503) 231-4327**

**SAVE FORM to your computer, and e-mail with position in "Subject" line, to:**

**[jobs@ccoregon.org](mailto:jobs@ccoregon.org)**