



Application

Date: _____

➤PERSONAL INFORMATION

First Name _____ Last Name _____ Middle _____

Birth Name _____

Street Address (Do not use PO Box) _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Email _____ Social Security # _____

Are you eligible for employment in the United States? _____

Have you ever applied for employment with us Yes No

If Yes: Month and Year _____ Location _____

Position for which you are applying _____ Salary Expected _____

Preference: Full-Time Part-Time Hours available to work _____

When will you be available for work? _____

How did you hear about the position? _____

Do you speak, read and/or write a language other than English? Yes No

Language _____ Fair Good Fluent

Driver's license Yes No License # _____ State issued _____

EDUCATION AND PROFESSIONAL TRAINING

School	Name and Location of School	Course Of Study	No. of Years Completed	Did you Graduate?	Degree Or Diploma
Graduate					
College					
Business/Trade /Technical					
High School					

EMPLOYMENT**Company Name:**

Phone:

Address:

Employment Dates (Month/Year): From: To: Monthly Salary: Start Last

Name of Supervisor:

Job Title (*State title and describe your work*):

Reason for Leaving:

Company Name:

Phone:

Address:

Employment Dates (Month/Year): From: To: Monthly Salary: Start Last

Name of Supervisor:

Job Title (*State title and describe your work*):

Reason for Leaving:

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Address:

Employment Dates (Month/Year): From: To: Monthly Salary: Start Last

Name of Supervisor:

Job Title (*State title and describe your work*):

Reason for Leaving:

DO NOT CONTACT

We may contact employers you have listed. Please indicate those you would prefer we not contact, and reasons.

Employer: _____ Reason: _____

Employer: _____ Reason: _____

REFERENCES

Professional References: (Please list two professional references, last two supervisors preferred).

Name	Title	Address (Street/City/State/Zip/email address/Phone #)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Character References: (at least 2)
Non-relatives – at least one Religious or Clergy person preferred.**

Name	Professional Status	Address (Street/City/State/Zip/Phone #/email address)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Have you ever failed or refused to fulfill an employment contract..... Yes ... No
2. Have you ever, for any reason, been suspended, dismissed or asked to resign from a position..... Yes... No
3. Have you ever been convicted of a criminal violation of the law other than a minor traffic violation..... Yes... No

Explain any "Yes" answers under "Notes".

CERTIFICATION

I hereby certify that the information presented in this application form is true and complete. I understand that any false statements shall be sufficient cause for disqualification, or if hired, dismissal. I give my permission to contact references and employers listed herein.

It is my responsibility to request that the following documents be sent directly to the Diocese of Wilmington, Department of Human Resources:

- Resume
- Official Transcript/Credential(s)
- Driver’s Record where applicable
- Criminal Background Check

Documentation may be verified by Human Resources with the providing source.

This application and all subsequent documentation will be valid for a period of two years after being received by the Department of Human Resources.

Signature _____

Date _____

Notes: _____

Date: _____

Signed: _____

Human Resources

Diocese of Wilmington P.O. Box 2030 Wilmington, DE 19899-2030

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