

# 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
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

List any friends or relatives working for Cristo Rey Community Center?	Yes	No	If yes, list name and relationship?
	<input type="checkbox"/>	<input type="checkbox"/>	

*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	Are there any felony charges pending against you?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

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

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Do you have any relatives working at the location where you are applying?

Yes      No

If yes, please give name and position:

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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:  
  \_\_\_\_\_

College: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No Degree:  
  \_\_\_\_\_

College: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No Degree:  
  \_\_\_\_\_

Graduate School: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No 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

## Affirmative Action Policy

Cristo Rey Community Center is an equal opportunity employer and does not discriminate in its employment practices on the basis of religion, race, color, creed, national origin, sex, age or handicap of any individual.

Cristo Rey Community Center is fully committed to assuring equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, promotion, salaries and other compensation, transfer and layoff or termination.

We may request a copy of your current driving record from the Michigan Secretary of State's Office if the position for which you are applying requires a valid driver's license. Candidates may be excluded from consideration based upon their driving record.

Employment offers for some positions may be contingent upon the results of a Michigan State Police Record Check and/or a physical exam.

## Certifications

I certify that all of the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the Agency's personnel policies, house rules and regulations, attendance procedures and other policies established by the Board of Directors of Cristo Rey Community Center. I agree that my employment and compensation can be terminated, with or without cause, and without notice, at any time by the Agency. I understand that no Agency

representative, other than its Executive Director, and then only when in writing and signed by the Executive Director, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I authorize my former employers and references to give information regarding me. I further consent to allow any former or current employer of mine to release employment records to Cristo Rey Community Center. I hereby release them from all liability for any damage whatsoever for providing such information.

I understand that, if I am offered, or am about to be offered, employment with Cristo Rey Community Center, I will be required to give permission for a check of my criminal history, if any. I understand the Cristo Rey Community Center may, in addition to checking on criminal convictions, inquire about me to appropriate state agencies for information that may pertain to my appropriateness for this position.

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

**FOR ADMINISTRATIVE USE ONLY**

**Verification of degrees, certifications and credentials**

Degree, etc Verified	Date	Person Contacted	Verified By	Phone #	Results

**Verification of References**

Reference	Date	Phone #	Verified By	Results

**Verification of Employment**

Employer	Date	Person Contacted	Verified By	Phone #	Results

**Driver's License Check**

Method of Verification	Date	Result

**Criminal History Check**

Method of Verification	Date	Result