

CATHOLIC COMMUNITY SERVICE

EMPLOYMENT HISTORY

This section must be completed **entirely**. List all work experience for the past 10 years, beginning with your current or most recent job. In addition, include any experience (i.e., military or volunteer) that you would like to have considered as part of your qualifications for the position you are applying for. Use additional pages as needed.

CURRENT OR MOST RECENT POSITION

Employer _____	From _____ / _____ (month) / (year)
Address _____	To _____ / _____ (month) / (year)
Position Held _____	Full Time ____ Part Time ____
Supervisor (for reference purposes) _____ Phone _____	Hours per week _____
Duties/Responsibilities: _____ _____ _____	May we contact this employer? Yes _____ No _____
Reason for leaving or considering a change _____	

Employer _____	From _____ / _____ (month) / (year)
Address _____	To _____ / _____ (month) / (year)
Position Held _____	Full Time ____ Part Time ____
Supervisor (for reference purposes) _____ Phone _____	Hours per week _____
Duties/Responsibilities: _____ _____ _____	May we contact this employer? Yes _____ No _____
Reason for leaving or considering a change _____	

Note: Catholic Community Service is an Equal Opportunity Employer. Please notify human resources if you need any accommodation or assistance with any part of our application process.

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EMPLOYMENT HISTORY (Continued)

_____ Employer	_____ From (month) / (year)
_____ Address	_____ To (month) / (year)
_____ Position Held	Full Time ___ Part Time ___
_____ Supervisor (for reference purposes)	_____ Hours per week _____
_____ Phone	
Duties/Responsibilities: _____	

Reason for leaving or considering a change	
May we contact this employer? Yes _____ No _____	

_____ Employer	_____ From (month) / (year)
_____ Address	_____ To (month) / (year)
_____ Position Held	Full Time ___ Part Time ___
_____ Supervisor (for reference purposes)	_____ Hours per week _____
_____ Phone	
Duties/Responsibilities: _____	

Reason for leaving or considering a change	
May we contact this employer? Yes _____ No _____	

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EDUCATION

Enter highest grade completed in school ____ College: ____ Graduate: ____

	Name of School/Location	Diploma or Degree	Major
High School	_____	_____	_____
College	_____	_____	_____
Graduate School	_____	_____	_____
Vocational or Training	_____	_____	_____

Additional Information

Professional Memberships and Affiliations

Professional and Trade Licenses

Computer skills Microsoft Office Access Other software _____
(please check the appropriate boxes)

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION

Catholic Community Service is an equal opportunity employer and does not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.

(____ initial here)

Interviews are given on a competitive basis, using job-related factors, after an application has been received. Not everyone who applies for a vacant position will be interviewed. (____ initial here)

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any falsification, misrepresentation or omission of information on this application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to Catholic Community Service will result in immediate termination of my position. (____ initial here)

I authorize previous employers and supervisors to supply Catholic Community Service with any and all information regarding my previous employment with the exceptions noted above. I understand that consideration for employment in this position is contingent upon the results of reference checking and background and/or drug/alcohol screening for specific job classifications where appropriate.

(____ initial here)

In consideration of my employment, I agree to conform to the Policies and Procedures of Catholic Community Service. I understand that the benefits, rules and policies of Catholic Community Service may be changed, modified, eliminated or added to at any time at Catholic Community Service's sole discretion and without prior notice. My employment can be terminated at any time, with or without cause and with or without notice, at the option of either the company or myself. (____ initial here)

Signature of Applicant

Date