



BLANCHET CATHOLIC SCHOOL

4373 Market Street NE
Salem, OR 97301
Ph: 503.391.2639
Fax: 503.399.1259

EMPLOYMENT APPLICATION

Date: _____

Last name: _____ First name: _____ Middle name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Telephone #: (work) _____ (home/cell) _____

Email Address: _____

May we call you at your current employment? Yes No

GENERAL INFORMATION

Position applied for: _____

Available to work: Full-time Part-time Temporary

Days and hours available:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____

Do you have a legal right to work in the United States? Yes No

Are you at least 18 years of age? Yes No

Religious affiliation: _____

Have you ever worked or volunteered for the Catholic Church or a similar organization? Yes No

If yes, where? _____

How did you learn about us? Advertisement Friend Walk-in Relative Other

EDUCATION

Name & Address of School	Major	Years Completed	Year Graduated	Degree(s)
High School				
College				
College				
Other (Specify)				

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for:

2. Why do you want to be considered for employment here?

3. Please list any job-related professional, trade, business, civic activities, organizations, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, sex, age, marital status, or disability.)

4. Are you a veteran of the United States military services? Yes No

5. Is there anything else you would like to tell us about yourself that would help qualify you for this job?

REFERENCES

Please provide the names of at least 3 people you have known for over 2 years who are not related to you:

Name	Telephone	Years Known
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT HISTORY

Please list your present and past work experience for the last 10 years beginning with your current job. You may include volunteer activities/positions. Attach an additional page if necessary.

Employer: _____
Telephone #: _____
Address: _____ (Street) _____ Employment Dates: _____ (Start—Finish)

(City, State, Zip)
Position: _____ Supervisor: _____ OK to contact? Yes No
Description of duties: _____
Reason for leaving _____

Employer: _____
Telephone #: _____
Address: _____ (Street) _____ Employment Dates: _____ (Start—Finish)

(City, State, Zip)
Position: _____ Supervisor: _____ OK to contact? Yes No
Description of duties: _____
Reason for leaving _____

Employer: _____
Telephone #: _____
Address: _____ (Street) _____ Employment Dates: _____ (Start—Finish)

(City, State, Zip)
Position: _____ Supervisor: _____ OK to contact? Yes No
Description of duties: _____
Reason for leaving _____

Employer: _____
Telephone #: _____
Address: _____ (Street) _____ Employment Dates: _____ (Start—Finish)

(City, State, Zip)
Position: _____ Supervisor: _____ OK to contact? Yes No
Description of duties: _____
Reason for leaving _____

CERTIFICATION AND AUTHORIZATION

Information Release

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow Blanchet Catholic School to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law Blanchet Catholic School, its employees, any individual or agency obtaining information for the school, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misrepresentation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired my dismissal from employment.

Applicant _____

Date _____

At-Will Employment Statement

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with Blanchet Catholic School at any time, for any reason. Blanchet Catholic School may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration. If I am hired, I agree to conform to the rules and standards of Blanchet Catholic School.

Applicant _____

Date _____

Background Check Statement

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and /or reasons for termination from past employers.

Applicant _____

Date _____

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