



EMPLOYMENT APPLICATION

We are an equal opportunity employer, dedicated to non-discrimination in employment on the basis of race, color, age, sex, national origin, disability or veteran status.

Position _____ Date _____

Name _____
First Middle Last Maiden

Address _____
Street City State Zip

Telephone _____ Email _____
Cell Home

Social Security Number _____

If related to anyone who works with the Diocese, provide name, department, and location _____

Date available for employment _____ Have you applied with diocese before? ___ Yes ___ No

Are you currently employed? ___ Yes ___ No May we inquire of your present employer? ___ Yes ___ No

Is there any reason why you might be unable to perform consistently and promptly any duties? ___ Yes ___ No
If yes, please explain _____

Do you have any physical or mental condition which may limit your ability to perform work for which you have applied? _____

If hired, can you provide written evidence of a right to work in the U.S.? _____ Yes _____ No

Have you served in the U. S. military? _____ Yes _____ No Dates of service _____
From To

Type of discharge _____ Reserve status _____

Have you ever been disciplined or fired? _____

Have you ever been convicted of a crime, entered a plea of "no contest", had prosecution deferred or adjudication withheld for any crime, except a minor traffic violation? _____ Yes _____ No

If yes, please state the following: Number of convictions _____ Date of conviction(s) _____

Nature of offense(s) _____ Your age at time of conviction(s) _____

"PREPARING YOUNG PEOPLE FOR COLLEGE AND FOR LIFE"

1055 Kingman Avenue

Jacksonville, FL 32207

Phone: 904/398-7545

Fax: 904/398-5728

www.bishopkenny.org

EMPLOYMENT HISTORY

All information must be supplied on this application

Present or Most Recent Employer May we contact at this time? Yes() No()

Employed From (month/year) Employed To (month/year) Job Description

Address City State Zip

Job Title - Start

Job title - Termination

Starting Salary Reason for leaving or considering leaving

Ending Salary Name of Immediate Supervisor Telephone No.

Previous Employers (if employed less than 10 years in above position)

Employer

Employed From (month/year) Employed To (month/year) Job Description

Address City State Zip

Job Title - Start Job Title - Termination

Starting Salary Reason for leaving

Ending Salary Name of Immediate Supervisor Telephone

Employer

Employed From (month/year) Employed To (month/year) Job Description

Address City State Zip

Job Title - Start Job Title - Termination

Starting Salary Reason for leaving or considering leaving

Ending Salary Name of Immediate Supervisor Telephone No.

DRIVING RECORD

Driver's License No. _____ CDL No. _____
Endorsements _____

List traffic violations you received in last 36 months (other than parking violations):

Date of Violation	Offense	Location

EDUCATION

Name of School	Address of School	Dates attended	Major	Degree

REFERENCES

Please provide three (3) professional references who can attest to your professional work and who have knowledge of your work ability.

Name	Address	Telephone Number

EMPLOYMENT APPLICATION CERTIFICATION

I hereby certify that all facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information on this application or provided in the hiring process which is discovered at any time after I am employed may result in my dismissal.

I hereby authorize Bishop Kenny High School and the Diocese of Saint Augustine to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with the Fair Credit Reporting Act. I authorize the references and previous employers listed to give Bishop Kenny High School and the Diocese of Saint Augustine all facts, opinions, and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to Bishop Kenny High School and the Diocese of Saint Augustine, including, but not limited to, any liability for defamation or invasion of privacy.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or the Diocesan medical examination or inquiry, including fingerprinting and/or drug screen. If then employed, I understand that I will be required to serve a (90) day probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either Bishop Kenny High School or myself. I understand that no supervisor or other representative of Bishop Kenny High School has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I further understand and voluntarily agree as a condition of employment or my continued employment, that I may be requested by Bishop Kenny High School to submit to urinalysis or other drug screen tests and that my failure to take such test(s) when requested to do so, or unsatisfactory test results, will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal.

I certify that I have read, understand, and agree with all the above.

Signature of applicant _____

Date _____