



APPLICATION FOR EMPLOYMENT

Catholic Charities of Central Colorado, Inc.
228 North Cascade Avenue
Colorado Springs, Colorado 80903
(719) 636-2345

It is the policy of Catholic Charities of Central Colorado, Inc. to staff positions with the best qualified people regardless of race, color, national origin, age, gender, disability or veteran status.

In order that your application may be properly evaluated, it is essential that all of the following questions be answered carefully and completely. Please attach a resume to supplement this application.

PLEASE PRINT

Circle One:

Mr. Rev.

Ms. Sr.

Date _____

Name _____
Last First Middle Initial

Address _____
Street City State Zip Code

Social Security Number _____ Telephone Number _____

Position Desired _____

Circle One: FULL TIME PART TIME EITHER

When can you start? _____ How were you referred to CC? _____

Previously employed by any Parish/Diocese? NO YES If yes, when? _____

If yes, where? _____

EDUCATIONAL BACKGROUND

Type of School	Name and Location	Years Completed	Major	GPA	Degree(s) Obtained
High or Preparatory					
College					
Graduate School					
Other					

List any additional special skills, technical or professional knowledge which you may have:

EMPLOYMENT EXPERIENCE: List all of your current and previous positions (paid and unpaid) in chronological order starting with most recent. Please complete this section and attach additional sheets as needed even if you submit a resume.

1. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Salary _____
Reason for leaving _____

2. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Salary _____
Reason for leaving _____

3. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Salary _____
Reason for leaving _____

4. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Salary _____

Reason for leaving _____
5. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Salary _____

Reason for leaving _____

6. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Salary _____

Reason for leaving _____

7. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Salary _____

Reason for leaving _____

Of the jobs you have held, which did you like the most, and why? _____

Of the jobs you have held, which did you like least, and why? _____

May we contact your present employer? ___ YES ___ NO

WE ARE REQUIRED TO COMPLETE A STATE AND FEDERAL BACKGROUND CHECK ON ALL WITH THE STATE OF COLORADO BACKGROUND INVESTIGATION UNIT, THE COLORADO BUREAU OF INVESTIGATION, OR THE FEDERAL BUREAU OF INVESTIGATION.

Has anyone ever brought or threatened to bring a civil or criminal claim against you alleging physical or sexual abuse or sexual harassment by you? ___ YES ___ NO

If yes, give a short explanation of the complaint. Please indicate the date, nature, and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.

Have you ever been convicted of any felony or misdemeanor? ___ YES ___ NO

If yes, give a short explanation of the incident. Please indicate the date, nature, and place of the incident, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

Has any employer ever disciplined you or terminated your employment or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, sexual harassment by you, your unsafe driving, or your theft? ___ YES ___ NO

If yes, give a short explanation of the allegations. Please indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you? ___ YES ___ NO

If yes, give a short explanation of the treatment, including date(s), nature and location(s), identifying the treating physician with name, address and telephone number.

Please list 3 references

1. Name _____	Telephone _____
Address _____	Relationship _____
2. Name _____	Telephone _____
Address _____	Relationship _____
3. Name _____	Telephone _____
Address _____	Relationship _____

In order for your application to be considered, you must sign the Applicant's Declaration, Authorization.

APPLICANT'S DECLARATION, AUTHORIZATION, AND RELEASE

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize Catholic Charities of Central Colorado, Inc. and its agents to verify any information related to my application or resume. I also authorize all individuals, schools, employers, and law enforcement officials to freely provide any information concerning my background, and I hereby release any and all of them from any liability for doing so.

Print Name

Signature

Date