

BOYLAN

CATHOLIC HIGH SCHOOL
4000 ST. FRANCIS DRIVE, ROCKFORD, IL 61103

APPLICATION FOR EMPLOYMENT (Clerical)

Name _____ Date _____

Address _____

City/State/Zip _____

Phone _____

Position for which you are applying _____

EDUCATION

School	From	To	Date of Graduation

MOST RECENT WORK EXPERIENCE

Employer			
City/State		Date of Employment	
Supervisor		Phone Number	
Reason for Leaving			
Position and duties			
Employer			
City/State		Date of Employment	
Supervisor		Phone Number	
Reason for Leaving			
Position and duties			
Employer			
City/State		Date of Employment	
Supervisor		Phone Number	
Reason for Leaving			
Position and duties			

Are you prevented from lawful employment because of your immigration status? Yes ___ No ___

Have you even been employed by the Rockford Diocese? Yes ___ No ___

If yes, where employed: _____ Date(s) _____

Special Skills _____

PERSONAL REFERENCES: List references who are not relatives.

Name	Company	Title	Phone

REQUEST FOR BACKGROUND INFORMATION

	YES	NO
1. Have you ever been the subject of allegations related to misconduct with children? If yes please explain:	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been released or have ever resigned from any educational position or school related employment because of misconduct?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever resigned from an educational position while under investigation for misconduct or unsatisfactory service?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever failed to complete a contract for professional service in any educational position?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever been convicted of a felony, misdemeanor or major traffic violation (driving under the influence of intoxicants; reckless driving; fleeing or attempting to elude a police officer; driving while license is suspended or revoked or beyond license restriction; or failure to perform the duties of a driver or witness at an accident)? If you answer yes, a certified true copy of the court record must accompany this application, if not previously submitted.	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever been arrested for any offense (other than a minor traffic violation) which is still pending in the courts?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever pled <i>nolo contendere</i> relative to any charge of misdemeanor, felony, or major traffic violation?	<input type="checkbox"/>	<input type="checkbox"/>

Comments you feel are pertinent to your application _____

I hereby certify that the information contained in this application form is true and correct and I authorize representatives of this employer to contact any former employers, educational institutions or other references, unless otherwise stated, for the purpose of collecting information and an account of their experiences with me. I release employers, educational institutions and/or references from any and all liabilities arising from the disclosure of this information.

I understand that if I am to be employed, any misrepresentation or omission of the facts, as stated on this application form, is sufficient cause for dismissal. This agreement does not bind either party for any specific period regarding employment. I understand that unless otherwise subject to a written contract, signed by me and an authorized representative of the employer, the employment relationship is on of "at will" and, therefore, may be terminated by me or the employer at any time and for any reason with advanced notice.

Signature _____

Date _____