



Catholic Diocese of Peoria  
 (All Locations)  
 419 N.E. Madison Avenue  
 Peoria, Illinois 61603  
 (309) 671-1550

## APPLICATION FOR EMPLOYMENT

**Application Instructions:** Please print and fill out application completely – do not refer to resume. Incomplete applications may prevent you from being considered for employment. Applications will remain active for thirty (30) days.

| Personal Information  |  |   |
|---|--|---|
| Name (Last, First, M.I.)  |  | Social Security Number  |
| Street Address (include Mailing Address if different)   |  | Home Telephone  |
| City, State, Zip  |  | Work Telephone  |
| Email Address   | May we contact you at work?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Are you 18 years of age or older?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| How did you learn about us? <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-In  |  |   |
| <input type="checkbox"/> Employee (Specify) _____   |  |   |
| <input type="checkbox"/> Advertisement (Specify) _____  |  |   |
| <input type="checkbox"/> Employment Agency (Specify) _____  |  |   |
| <input type="checkbox"/> Internet Website (Specify which site) _____  |  |   |
| The Catholic Diocese of Peoria is required to verify an employee's lawful right to work in the United States. If hired, will you be able to provide this required documentation?<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No  |  |   |
| Have you been convicted of any crime within the past ten (10) years? * <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |   |
| If Yes, give date of conviction and specific information: _____<br>_____  |  |   |
| * <b>NOTE: You are not obligated nor will the Catholic Diocese of Peoria ask you to disclose sealed or expunged records of convictions or arrests. Conviction does not necessarily disqualify an applicant from employment. The severity, pertinence and date of the conviction will all be considered.</b> |  |   |

| Employment Desired and Hours Available   |                    |   |           |                  |        |                |        |
|--|--------------------|---|-----------|------------------|--------|----------------|--------|
| Position(s) Applying For   |                    |   |           | Date Available   |        | Salary Desired |        |
| Type of work desired<br><b>Please rank in order of preference, or mark N/A for "not applicable":</b><br><br>_____ Full-time                      _____ Part-time, over 20 hours < 29 hours per week<br>_____ Part-time, under 20 hours per week        _____ Seasonal/Temporary (explain) _____<br>_____ |                    |   |           |                  |        |                |        |
| <b>Hours Available to work: *</b>  | Monday             | Tuesday   | Wednesday | Thursday         | Friday | Saturday       | Sunday |
| From   |                    |   |           |                  |        |                |        |
| To   |                    |   |           |                  |        |                |        |
| Total hours available per week   |                    | Are you able to work beyond your assigned shift or work overtime if needed?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |           |                  |        |                |        |
| Are you now under any non-competition obligations, or do you have any other interest, which is inconsistent or in conflict with duties that may be assigned by the Catholic Diocese of Peoria?<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No   |                    |   |           |                  |        |                |        |
| Have you ever <b>applied</b> with CDOP before?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | For What Position? |   |           | When?            |        |                |        |
| Have you ever been <b>employed</b> with CDOP before?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | In What Position?  |   |           | When?            |        |                |        |
| Do you have any relatives that are currently working for CDOP?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | Who?               |   |           | What Department? |        |                |        |

| Education  |  |  |  |
|--|--|--|--|
|  | High School  | College/University                                       | Trade, Business, Correspondence School or Other          |
| Name of School, City, State  |  |  |  |
| Course of Study  |  |  |  |
| Years Completed  | 1 2 3 4  | 1 2 3 4 5+   | 1 2 3 4  |
| Did you graduate?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Degree Earned  |  |  |  |
| Please list special skills and/or qualifications you possess that directly relate to the position for which you are applying, such as knowledge of software, computer programs, and machinery and/or other office equipment you operate: |  |  |  |
| Please list workshops, courses, certification or training you have completed that directly relate to the position for which you are applying:  |  |  |  |
| Why are you interested in the Catholic Diocese of Peoria and/or this position?   |  |  |  |

### Employer History

**Instructions:** List your last four previous employers below, starting with your most recent employer. Attach additional sheets if necessary. Explain any interruptions in employment at the end of the page. All information **MUST** be completed. *You may not substitute a resume for this application, although a resume may be attached for additional information.*

#### Employer #1 – Current or Most Recent Employer

May we contact your current employer?  Yes  No

If no, please explain: \_\_\_\_\_

| Employer Name  |                 | Supervisor Name   |              | Employment was:                        |  |
|--|-----------------|---|--------------|--|--|
|  |                 |   |              | <input type="checkbox"/> Full-time     |  |
| Employer Address, City, State                            |                 | Employer Telephone  |              | <input type="checkbox"/> Part-time     |  |
|  |                 |   |              | <input type="checkbox"/> Seasonal/Temp |  |
| From (month/year)  | To (month/year) |   |              |  |  |
| Start Position   |                 |   | End Position |  |  |
| Are you currently employed with this company?            |                 | Reason for leaving or looking for other employment (explain below):     |              |  |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |                 | _____   |              |  |  |
|  |                 | <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary |              |  |  |
| Duties performed and skills used or learned:             |                 |   |              |  |  |
|  |                 |   |              |  |  |
| Employer #2  |                 |   |              |  |  |
| Employer Name  |                 | Supervisor Name   |              | Employment was:                        |  |
|  |                 |   |              | <input type="checkbox"/> Full-time     |  |
| Employer Address, City, State                            |                 | Employer Telephone  |              | <input type="checkbox"/> Part-time     |  |
|  |                 |   |              | <input type="checkbox"/> Seasonal/Temp |  |
| From (month/year)  | To (month/year) |   |              |  |  |
| Start Position   |                 |   | End Position |  |  |

**Employer #2 Continued**

|   |   |
|---|---|
| Are you currently employed with this company?<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No | Reason for leaving or looking for other employment (explain below):<br><br><hr style="border: 0; border-top: 1px solid black;"/> <div style="text-align: right;"> <input type="checkbox"/> Voluntary    <input type="checkbox"/> Involuntary                 </div> |
|---|---|

Duties performed and skills used or learned:

**Employer #3**

|                               |                    |  |
|-------------------------------|--------------------|--|
| Employer Name                 | Supervisor Name    | Employment was:                        |
|                               |                    | <input type="checkbox"/> Full-time     |
| Employer Address, City, State | Employer Telephone | <input type="checkbox"/> Part-time     |
|                               |                    | <input type="checkbox"/> Seasonal/Temp |

|                   |                 |  |  |
|-------------------|-----------------|--|--|
| From (month/year) | To (month/year) |  |  |
|-------------------|-----------------|--|--|

|                |              |
|----------------|--------------|
| Start Position | End Position |
|----------------|--------------|

|   |   |
|---|---|
| Are you currently employed with this company?<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No | Reason for leaving or looking for other employment (explain below):<br><br><hr style="border: 0; border-top: 1px solid black;"/> <div style="text-align: right;"> <input type="checkbox"/> Voluntary    <input type="checkbox"/> Involuntary                 </div> |
|---|---|

Duties performed and skills used or learned:

**Employer #4**

|                               |                    |  |
|-------------------------------|--------------------|--|
| Employer Name                 | Supervisor Name    | Employment was:                        |
|                               |                    | <input type="checkbox"/> Full-time     |
| Employer Address, City, State | Employer Telephone | <input type="checkbox"/> Part-time     |
|                               |                    | <input type="checkbox"/> Seasonal/Temp |

|                   |                 |  |  |
|-------------------|-----------------|--|--|
| From (month/year) | To (month/year) |  |  |
|-------------------|-----------------|--|--|

|                |              |
|----------------|--------------|
| Start Position | End Position |
|----------------|--------------|

**Employer #4 Continued**

Are you currently employed with this company?

Yes    No

Reason for leaving or looking for other employment (explain below):

Voluntary    Involuntary

Duties performed and skills used or learned:

**Interruptions in Employment**

| Dates |    | Explain interruptions in employment longer than 30 days<br><input type="checkbox"/> Not Applicable |
|-------|----|--|
| From  | To | Reason   |
| From  | To | Reason   |
| From  | To | Reason   |

**Other References**

Instructions: List four references you have known for at least one year. Do not list persons related to you or persons already listed in the Employment Section.

|   | Name/Occupation | Address, City, State | Telephone | Years Acquainted | Relationship (check all that apply)  |
|---|-----------------|----------------------|-----------|------------------|--|
| 1 |                 |                      |           |                  | <input type="checkbox"/> Work related<br><input type="checkbox"/> Personal |
| 2 |                 |                      |           |                  | <input type="checkbox"/> Work related<br><input type="checkbox"/> Personal |
| 3 |                 |                      |           |                  | <input type="checkbox"/> Work related<br><input type="checkbox"/> Personal |
| 4 |                 |                      |           |                  | <input type="checkbox"/> Work related<br><input type="checkbox"/> Personal |

## Application Notification and Authorization

Read the following information carefully before signing below

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation of these facts may be grounds for rejection of this application, denial of employment or, if employed, for dismissal if subsequently discovered.

In connection with my application for employment with the Catholic Diocese of Peoria, I understand that investigations and inquiries may be made concerning my background and qualifications, including but not limited to my past employment or employment references, education, credit history, criminal convictions and history, motor vehicle reports, and other inquiries. By signing this application/statement, I hereby release without reservation all parties, including the Catholic Diocese of Peoria and its employees or representatives, from any and all claims, actions, suits and/or liabilities arising from the release or pursuit of any such information. I understand that this release does not operate to relieve any party or liability under applicable non-discrimination and fair employment practices laws. In the event the Catholic Diocese of Peoria uses an outside investigative consumer-reporting agency, the Catholic Diocese of Peoria will notify me.

I understand that filling out this form does not indicate there is a position open and does not obligate the Catholic Diocese of Peoria to hire me. If hired, I understand that I will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. In consideration of my employment, I agree to abide by the rules and regulations of the Catholic Diocese of Peoria.

I understand and agree that, if hired, I will abide by the employment guidelines established by the Catholic Diocese of Peoria including the guidelines on employee conduct. **As a condition of employment, I acknowledge that I received, read, and if hired agree to strictly abide by the Catholic Diocese of Peoria's Sexual Abuse Policy, Harassment Policy and Code of Conduct Policy.** Conduct, whether intentional or unintentional, which results in the harassment of others, regarding race, color, religion, sex, age, national origin, sexual orientation, disability or any other protected characteristic as established by the federal, state, and local law is illegal and will not be tolerated. Such conduct violates the Catholic Diocese of Peoria's policy and will result in disciplinary action, up to and including termination.

I understand and agree that, if hired, my employment is for no definite period, and regardless of the date of payment of my wages or salary, my employment can be terminated at any time, with or without cause or notice, at the option of either the Catholic Diocese of Peoria or myself. I further understand that only the Catholic Diocese of Peoria's Chancellor or another person specifically designated by the Catholic Diocese of Peoria's Chancellor has the authority to create or enter into any employment agreement on behalf of the Catholic Diocese of Peoria and this employment agreement will not be enforceable unless it is in writing and signed by the Catholic Diocese of Peoria duly authorized representative and me.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***We appreciate your interest in the Catholic Diocese of Peoria.***

***Thank you for taking the time to complete this application.***