



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

Telephone (____) _____ If under 18, please list age _____

e-mail address _____

EMPLOYMENT DESIRED

Position(s) applied for _____ Days/hours available to work: _____

Salary desired _____

How many hours can you work weekly? _____ Can you work evenings? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When are you available to start work? _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional or Graduate School				

WORK EXPERIENCE

Please list your work experience for the past ten years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Are you currently employed? Yes No

May we contact your present employer? Yes No

Have you ever been convicted of, or pled guilty to an offense?
(including a felony or misdemeanor) Yes No

If yes, explain conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

(These will only be given consideration if the offenses are substantially related to the particular job you are applying for.)

Have you ever been in the armed forces? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Are you now a member of the National Guard? Yes No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Have you ever been employed with this company? Yes No

If yes, when? _____

Do you have any friends or relatives employed by this company? Yes No

If yes, please provide their names and relationship to you.

REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

APPLICATION FORM WAIVER

Please read each paragraph closely, initial each, and sign below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Cristo Rey Jesuit High School Milwaukee to thoroughly investigate my references, work records, education, driving record, credit history, criminal background and other matters related to my suitability for employment. I further authorize the employers, schools and other references I have listed to disclose to Cristo Rey any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure. I hereby authorize Cristo Rey, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

I understand that, consistent with State regulations, I will be required to submit to, or provide evidence of, tuberculin testing and chest x-rays, and be declared free of such disease by qualified medical personnel. I further consent to a drug screening, if requested, during the course of my employment.

I understand and agree that, if hired, the Catholic Schools of the Archdiocese of Milwaukee and the Human Resources Department of Cristo Rey shall have the right during my time of employment or after my termination of service, to furnish information to other prospective employers regarding my employment, including information contained in this application.

Signature of applicant: _____ Date: _____

Cristo Rey Jesuit High School Milwaukee is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with Cristo Rey Jesuit High School Milwaukee depends solely on your qualifications.

Thank you for completing this application form and for your interest in our school.