



NEWARK

**EMPLOYEE APPLICATION**  
PLEASE PRINT CLEARLY

Position Applying For: \_\_\_\_\_ Date: \_\_\_\_\_

PERSONAL INFORMATION:		
(Check one) Mr. _____ Mrs. _____ Ms. _____		
First Name:	Middle Name:	Last Name:
Home Street Address:	Mailing Address: (if different from home address)	
City	State	ZIP Code
Home Phone ( ) -	Work Phone ( ) -	Mobile Phone ( ) -
Email Address:	SSN:	

Are you available to work Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
If PT, indicate Mornings \_\_\_\_\_ Afternoon \_\_\_\_\_ Evenings \_\_\_\_\_

How did you learn about us?  Advertisement  Relative  Website  Friend  
 Other \_\_\_\_\_

Are you lawfully authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
Upon employment, you will be required to product documentation establishing your ability to work in the U.S.

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been employed by us before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, when: \_\_\_\_\_

Do you have any relatives working here? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, relationship: \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Date available for work: \_\_\_\_\_ What is your desired salary range: \_\_\_\_\_

Can you travel if a job requires it? Yes \_\_\_\_\_ No \_\_\_\_\_

Our Lady of Perpetual Help Church  
Oakland, New Jersey

<b>EMPLOYMENT HISTORY: Please begin with most recent</b>	
Employer Name:	Address
Name of Supervisor:	Phone:
Dates (mm/yyyy) From: _____ To: _____	Final Salary/Hourly Rate
Last Position Held:	Reason for Leaving:
Employer Name:	Address
Name of Supervisor:	Phone:
Dates (mm/yyyy) From: _____ To: _____	Final Salary/Hourly Rate
Last Position Held:	Reason for Leaving:
Employer Name:	Address
Name of Supervisor:	Phone:
Dates (mm/yyyy) From: _____ To: _____	Final Salary/Hourly Rate
Last Position Held:	Reason for Leaving:
Employer Name:	Address
Name of Supervisor:	Phone:
Dates (mm/yyyy) From: _____ To: _____	Final Salary/Hourly Rate
Last Position Held:	Reason for Leaving:

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<b>EDUCATION AND TRAINING:</b>			
	Name & Location of Institution	Course of Study	Diploma/Degree
High School/GED			
Commercial, Trade or Technical Training			
Undergraduate College/University			
Graduate/Professional			
Other Continuing Education			
Professional Qualifications/Memberships/Licenses if applicable			

<b>SPECIALIZED SKILLS:</b>			
<b>A. COMPUTER/TECHNOLOGY SKILLS</b>			
Word Processing Software	Spreadsheet Software	Database Software	Keyboarding WPM
Dictaphone	Data Entry	Graphics	Special Terminology
<b>B. TRADES/MAINTENANCE SKILLS:</b>			
<b>C. LANGUAGE SKILLS:</b>			
Spoken:		Written:	
<b>D. If you are applying for a position requiring a driver's license, please complete the following:</b>			
Do you have a valid driver's license?		Yes ____ No ____ Class ____	
<b>E. State any additional information you feel may be helpful to us in considering your application.</b> <i>Please exclude organizations which indicate national origin, gender, handicap or other protected status.</i>			

## Our Lady of Perpetual Help Church Oakland, New Jersey

Please use this space to enlarge upon other relevant information, skills, education, training, previous employment, special achievements, job interests, volunteer work, hobbies, or any additional information that you feel should be added to this application.

If you wish to attach your resume, please do so.

Resume Attached

### **Applicant's Statement – I hereby understand and acknowledge:**

#### 1. At-Will Employment

Unless I am applying for a Union position, any employment relationship with this organization is of an “*at will*” nature, which means that the employee may resign at any time for any reason and Our Lady of Perpetual Help may discharge an employee at any time with or without cause. It is further understood that this “*at will*” employment relationship may not be changed by any written document or by conduct unless such change is specifically stated in writing by an authorized executive of this organization.

#### 2. Compliance With Church Policies

I must observe all the guidelines and policies relevant to the position for which I am applying, including but not limited to, the Archdiocese of Newark's Policies on Professional and Ministerial Conduct and the Harassment and Sexual Harassment Policy of the employer. Among other things, this means that I must exhibit the highest Christian ethical standards and personal integrity, and conduct myself in a manner that is consistent with the discipline, norms and teachings of the Roman Catholic Church.

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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Oakland, New Jersey

**DECLARATIONS**

**Please read and initial each of the statements below:**

- I have completed this application\* truthfully and completely. If I have not fully and honestly completed this application, you may reject my application or dismiss me from employment at any time. (\*This application includes any Resume which I have submitted to you.)
- I authorize you to verify the facts I have set forth on this application and hereby release you and your personnel and all persons or entities supplying information to you from all liability and damage that may result from furnishing such information.
- I authorize you to conduct a background check, including but not limited to, criminal records check, abuse registry check, and driving record check. I agree to cooperate as necessary with the background screening process, and I understand that if I am hired additional screening checks may be made during my employment.  
**See separate Notice attached regarding Credit Reporting Agency check.**
- I authorize and give my consent to any person, firm, company, corporation, entity, government agency, school, college or university who or which may have control over my documents, records, or other information pertinent to my employment application to furnish such information to you, in order to facilitate your assessment of my qualifications. This includes the National Personnel Records Center and/or the Army/Navy/Air Force/Marine Corps/Coast Guard and their Reserve Components.
- I release all persons/entities providing information about me from any liability or responsibility arising from the release of such information.
- This authorization shall serve as my authorization to release any and all information described, and for that purpose a photocopy shall be considered as valid as an original.
- I understand and agree that information you obtain from sources that I have provided on my application need not be revealed to me.
- I understand that you have a ZERO TOLERANCE for abuse of minors and vulnerable adults and take all allegations of abuse seriously. I further understand that you cooperate fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.
- Unless I am applying for a Union position (in which case the terms of the collective bargaining agreement, when applicable, shall control), I understand that the position for which I am applying is an "AT-WILL" position, which means that either you or I can terminate employment at any time for any reason.

**I have read and fully understand and agree to the contents of the Application for  
Employment and this Declaration.**

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

Printed Name \_\_\_\_\_ SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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**NOTICE REGARDING CREDIT REPORTING AGENCY CHECK**

Please take notice that the position for which you are applying or which you desire as an employee may involve a check, now or in the future, of your background by using the services of a Credit Reporting Agency. If so, you have rights under the Fair Credit Reporting Act.

\_\_\_\_\_ I authorize you to obtain such a report.

Initials

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

If name has changed (through marriage or otherwise) please print former name here:

\_\_\_\_\_  
Former Name

<b>Question</b>	<b>Answer</b>
Is your only role in the Archdiocese that of an active Cub Scout or Boy Scout leader?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been fingerprinted and certified to teach in a New Jersey Catholic or public school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever lived in New York State?	<input type="checkbox"/> Yes <input type="checkbox"/> No

[www.virtusonline.org](http://www.virtusonline.org)