

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
\_\_\_\_\_  
City State ZIP Code

Phone: ( ) Phone: ( ) E-mail Address:

Date Available: \_\_\_\_\_ Desired Salary: \$

Position Applied for:

Are you authorized to work in the U.S.? YES NO

Have you ever worked or volunteered for The Archdiocese of Anchorage? YES NO If yes, when  
  and where?

Type of employment desired:

Full Time  Part Time

Temporary  On Call

Have you ever been convicted of any misdemeanor or felony (other than traffic tickets, but including DUI's), or do you currently have a misdemeanor or felony charge filed against you? YES NO

If yes, explain:

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

**Education**

High School Diploma/GED? Yes  No

College: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree & Major:



Company:

Phone: (     )     )

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES.	NO
		<input type="checkbox"/>	<input type="checkbox"/>

**Skills and Qualifications**

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with the Archdiocese of Anchorage is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the Archdiocese of Anchorage, whenever it is discovered.

I expressly authorize, without reservation, the Archdiocese of Anchorage, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the Archdiocese of Anchorage, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Archdiocese of Anchorage does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Archdiocese of Anchorage reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Archdiocese of Anchorage is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Archbishop of the Archdiocese of Anchorage.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an 1-9 Form in this regard.

**NOTICE TO APPLICANTS**

Screening tests for alcohol and illegal drug use may be required before hiring and during your employment here.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature: \_\_\_\_\_

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

We are proud to be a  
**DRUG-FREE** workplace

**How did you learn about this job opening?**

Newspaper ad

Internet-Which website:

CSS webpage

Craigslist

Career Builder

Alaska Job websites

Other \_\_\_\_\_

Family or Friend

School

Bulletin  Which Bulletin:

Other