

# Application for Employment

1400 S. Wolf Road, Hillside, Illinois 60162 (708) 449-6100

Last Name	First	Middle	Date
Street Address			Telephone Number
City, State, Zip			
How long have you lived at the above address? _____			
Previous Address		City, State, Zip	
How long have you lived at the above address? _____			
Position applied for: _____ Earnings Expected: _____			
List any special training or skills you may have (language, motorized equipment, office equipment, etc.):			
Have you ever been employed by the Catholic Cemeteries before?      Yes <input type="checkbox"/> No <input type="checkbox"/>			
If YES, give dates: From: _____ To: _____			
Are you legally eligible for employment in the United States?      Yes <input type="checkbox"/> No <input type="checkbox"/>			
(Proof of employment eligibility is required by Federal Law)			
How were you referred to Catholic Cemeteries?      Advertisement <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Walk-in <input type="checkbox"/>			
Are you currently employed?      Yes <input type="checkbox"/> No <input type="checkbox"/>			
On what date would you be available for work? _____			
Are you currently on "lay-off" status and subject to recall?      Yes <input type="checkbox"/> No <input type="checkbox"/>			
<p><u>AN EQUAL OPPORTUNITY EMPLOYER</u></p> <p>The Catholic Cemeteries of the Archdiocese of Chicago is an equal opportunity employer. Applicants for employment are considered without regard to race, color, national origin, age, sex, sexual orientation, marital, parental, disability, veteran or any other legally protected status.</p>			

## EMPLOYMENT HISTORY

List your most recent employers, including military experience. Explain any gaps in employment in the comments on the next page.

Company Name	Telephone
Address	Dates Employed From                      To
State Job Title and Describe Responsibilities	Weekly Pay Starting                      Final
Name of Supervisor	Reason for Leaving
May we contact for reference?                      Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>	

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Explanation of any gaps in employment as indicated in Employment History:

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### EDUCATIONAL BACKGROUND

School	Name and Location of School	No. of Years Attended	Type of Training or Major	Graduation / Attendance dates
Elementary				
High School				
High School				
College				
College				
Business/Trade/Technical				
Business/Trade/Technical				

### INSURANCE CHECK

Do you own a car? \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

If not, do you have use of a car? \_\_\_\_\_ Expiration Date: \_\_\_\_\_ State: \_\_\_\_\_

List Church and other related organizations to which you belong:

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Are there any additional factors which you believe would especially qualify you for work with Catholic Cemeteries?

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Relatives or friends employed by Catholic Cemeteries:

Name and Relationship

Name and Relationship

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Do you consider yourself a leader?

Yes

No

Briefly describe those personal qualifications you have which you think make you a leader of others:

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CERTIFICATION AND WAIVER

I certify that all of the information I have provided on this employment application is true, correct and complete. I further certify that I have not omitted any information which would in any way affect my employment with Catholic Cemeteries. I understand that any false information or omission will disqualify me from employment, and if I am already employed may result in immediate termination no matter when discovered.

I authorize Catholic Cemeteries to investigate all of the information I have provided in this application as well as any additional information I may provide during any interviews. I authorize Catholic Cemeteries to contact my references and those employers I have indicated Catholic Cemeteries may contact. I also authorize all of the educational institutions listed in this employment application to release my transcripts and related educational records. I hereby release and discharge all persons, companies and educational institutions from any liability relating to or arising from any information they may furnish to Catholic Cemeteries.

I acknowledge that Catholic Cemeteries has made no promises concerning the duration of my employment. If I am hired, I will be an employee-at-will and my employment may be terminated by myself or by Catholic Cemeteries at any time, for any or no reason. Nothing said or done by any Catholic Cemeteries representative shall constitute an employment contract unless it is reduced to writing and signed by Catholic Cemeteries.

This application will expire in 90 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

Finally, I understand that during the course of my employment with Catholic Cemeteries I may become aware of certain confidential business information, including but not limited to, all lot holders lists and information, financial information, pricing and supplier cost information, trade secrets, operational plans and procedures and any and all other non-public information concerning Catholic Cemeteries, its lot holders and employees. ("Confidential Information"). I hereby acknowledge and recognize Catholic Cemeteries as the exclusive owner of such Confidential Information, and I will not at any time disclose such information to persons not employed by Catholic Cemeteries during or after my employment with Catholic Cemeteries.

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

\_\_\_\_\_  
Date

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FOR OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE UNTIL INSTRUCTED

LIST QUESTION TO BE ANSWERED: \_\_\_\_\_

MY ANSWER TO THE ABOVE QUESTION: \_\_\_\_\_

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