



**APPLICATION FOR EMPLOYMENT OR VOLUNTEER SERVICE
YUMA CATHOLIC HIGH SCHOOL**

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

(Please Print)

Date of Application _____

Position(s) applied for _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

=====

Name _____
 Last First Middle

Address _____
 Number Street City State Zip Code

Telephone() _____ E-mail Address: _____
 Area Code

Age, if under 18 years _____

Have you filed an application here before? Yes No If yes, give date _____

Have you ever been employed here before? Yes No If yes, give date _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No

(Proof of citizenship or immigration status may be required upon employment)

On what date are you available for work? _____

Are you available to work Full Time Part-Time Temporary

Are you on a lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No (Conviction will not necessarily disqualify applicant from employment)

If Yes, please explain _____

WORK EXPERIENCE

Job Title _____ From _____ To _____
 Employer
 Name _____ Phone _____
 Address _____ City _____ State _____
 Name of Supervisor _____ Phone _____
 Rate of Pay Start _____ Final _____
 Reason for leaving _____
 List job duties/skills used _____

Job Title _____ From _____ To _____
 Employer
 Name _____ Phone _____
 Address _____ City _____ State _____
 Name of Supervisor _____ Phone _____
 Rate of Pay Start _____ Final _____
 Reason for leaving _____
 List job duties/skills used _____

Job Title _____ From _____ To _____
 Employer
 Name _____ Phone _____
 Address _____ City _____ State _____
 Name of Supervisor _____ Phone _____
 Rate of Pay Start _____ Final _____
 Reason for leaving _____
 List job duties _____

Indicate languages you speak, read, and/or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held.
 (You may exclude those which indicate race, color, religion, sex or national origin)

Give name, address and telephone number of three references that are not related to you and are not previous employers.

EDUCATION

	Elementary	High	College/University	Graduate/Professional
School Name				
Years Completed(circle)	4 5 6 7 8	9 10 11 12		
Diploma/Degree Course of Study				

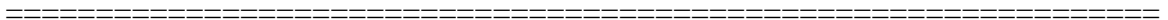
Please describe any specialized training, apprenticeship, skills and extra curricular activities:

Please list any honors received:

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience:

State any additional information you feel may be helpful to us in considering your application:



APPLICANT'S STATEMENT

IMPORTANT: You must sign below to indicate that you have read and understand this statement:

The information I have provided in this application is true, correct, and complete to the best of my knowledge. Any misstatement or omission of fact on this application may result in the termination of my employment/volunteer service. I release the Diocese of Tucson and Yuma Catholic High School from any and all resultant liability. I will abide by the Code of Conduct of the Diocese of Tucson and the policies and procedures of the Diocese of Tucson as adopted by Yuma Catholic High School. I understand that if accepted for employment or volunteer service, my employment or service can be terminated at any time, with or without reason.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at a decision for employment or volunteer service.

Signature of Applicant

Date

PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

