

Catholic Charities Diocese of Evansville

APPLICATION FOR EMPLOYMENT - HANDY HELPERS HOME REPAIR

Catholic Charities Diocese of Evansville is an equal opportunity employer and does not discriminate any employee or deny services on the basis of race, color, age, sex, national origin, ancestry, disability, veteran status or any other status or condition protected by applicable state or federal laws

Date of application: _____ (Optional Question) Date of Birth _____

Name: _____
Last First Middle

Social Security #: _____

Present Address: _____

City _____ State: _____ Zip: _____

Phone Number: _____ Do you accept text messages: _____

(Optional question) Do you hold a current drivers license? (Please circle correct answer) Yes No

Have you ever worked for the diocese or any of its agencies before? _____

Date you are available to start employment? _____

Desired salary or hourly wage? _____

(Optional Question) Are you a veteran? (Please circle correct answer.) Yes No

(Optional Question) If yes, what branch of service and dates of enlistment? _____

How did you hear about this opportunity? _____

EDUCATION

| School Name | Location | # of Years Completed | Diploma or Degree |
|--------------------------|----------|----------------------|-------------------|
| High School | | | |
| College | | | |
| Business or Trade School | | | |
| Other | | | |

PROFESSIONAL AND PERSONAL REFERENCES

Name: _____

Occupation: _____

Phone #: _____

Name: _____

Occupation: _____

Phone #: _____

Name: _____

Occupation: _____

Phone #: _____

EMPLOYMENT RECORD (Begin with most recent position)

Name of Employer: _____

Supervisor: _____

Address: _____

Phone #: _____ Position: _____

Duties: _____

Starting Date: _____ Ending Date: _____

Starting Pay Rate: _____ Ending Pay Rate: _____

Reason for Leaving: _____

Name of Employer: _____

Supervisor: _____

Address: _____

Phone #: _____ Position: _____

Duties: _____

Starting Date: _____ Ending Date: _____

Starting Pay Rate: _____ Ending Pay Rate: _____

Reason for Leaving: _____

Name of Employer: _____

Supervisor: _____

Address: _____

Phone #: _____ Position: _____

Duties: _____

Starting Date: _____ Ending Date: _____

Starting Pay Rate: _____ Ending Pay Rate: _____

Reason for Leaving: _____

Are you able to perform the necessary duties listed in the Job Description for the position?

Yes _____ No _____

List all professional and/or trade organizations in which you hold membership that relate to the job:

I hereby give authorization to Catholic Charities Diocese of Evansville, to which I am applying for employment, to contact my previous employers and references. My present employer **may or may not** be contacted (circle the correct response). Catholic Charities Diocese of Evansville is hereby authorized to make inquiries about my character, reputation, and ability. I hereby release and hold harmless anyone supplying any such information from all liability arising out of his or her provision of such information. I hereby consent to take any tests whenever Catholic Charities Diocese of Evansville deems it necessary in any investigation. I will hold no person, corporation, or organization liable for my giving or its receiving information in any such investigation. I understand that upon an offer of employment I may be required to pass a physical examination (including a drug test) prior to starting my employment.

I hereby certify that, to the best of my knowledge, my replies to all of the foregoing requests are true, complete, and accurate. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I clearly understand that false or misleading statements given on this application or in my interview shall be considered sufficient cause for refusal of employment or dismissal if hired.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the diocese is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. I also understand that this application is not an agreement or contract for employment for any specified period or duration. 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 acknowledged in writing by the Bishop of the Diocese of Evansville or by his designate.

I acknowledge that this application remains in effect for thirty days. At the conclusion of that time if I have not heard from Catholic Charities Diocese of Evansville and still wish to be considered for employment, it will be necessary to reapply.

Date

Signature

Please return completed application to:

Catholic Charities - Social Enterprise
2111 Stringtown Road
Evansville IN 47711
(812) 423-5456
Fax - (812) 423-4392
gkieffer@evdio.org