



Catholic Community Service

419 Sixth Street – Juneau, AK 99801

www.ccsjuneau.org

APPLICATION FOR EMPLOYMENT

Today's Date: _____

Position Applied for: _____

Position Location Applied for (check one): Anoon Craig/Klawock Haines/Klukwan Hoonah

Hydaburg Juneau Kake Ketchikan Sitka Skagway Wrangell Yakutat

APPLICANTS: IN ORDER TO BE CONSIDERED FOR EMPLOYMENT, THIS APPLICATION MUST BE COMPLETED ENTIRELY. PLEASE REMEMBER TO PRINT CLEARLY, AND TO READ AND SIGN ON THE LAST PAGE.

Full Name: _____
 First Initial Last

_____ _____ _____ _____
Mailing Address City State Zip Code

_____ _____ _____ _____
Home Phone Cell Phone E-Mail

Are you a U.S. citizen or alien authorized to work in the United States? Yes No
(Proof of Citizenship or Immigration Status will be required upon employment.)

Are you 18 years of age or older? Yes No

Are you 21 years of age or older? Yes No (Applicants must be at least 21 years of age to be eligible for any position that includes driving duties. Answer this question if you wish to be considered for any such position.)

Have you ever been convicted of a felony? Yes No If yes, please explain.

Have you been convicted of a misdemeanor in the past 5 years? Yes No If yes, please explain.

Why are you interested in this position?

What skills and training qualify you for this position?

Have you ever worked for Catholic Community Service? If yes, what position and when?

If you have any relatives currently employed by Catholic Community Service, please list.

How did you hear about this position?

Note: Catholic Community Service is an Equal Opportunity Employer. Please notify human resources if you need any accommodation or assistance with any part of our application process.

CATHOLIC COMMUNITY SERVICE

EMPLOYMENT HISTORY

This section must be completed **entirely**. List all work experience for the past 10 years, beginning with your current or most recent job. In addition, include any experience (i.e., military or volunteer) that you would like to have considered as part of your qualifications for the position you are applying for. Use additional pages as needed.

CURRENT OR MOST RECENT POSITION

Employer _____	From _____ / _____ (month) / (year)
Address _____	To _____ / _____ (month) / (year)
Position Held _____	Full Time ____ Part Time ____
Supervisor (for reference purposes) _____ Phone _____	Hours per week _____
Duties/Responsibilities: _____ _____ _____	May we contact this employer? Yes ____ X ____ No _____
Reason for leaving or considering a change _____	

Employer _____	From _____ / _____ (month) / (year)
Address _____	To _____ / _____ (month) / (year)
Position Held _____	Full Time ____ Part Time ____
Supervisor (for reference purposes) _____ Phone _____	Hours per week _____
Duties/Responsibilities: _____ _____ _____	May we contact this employer? Yes _____ No _____
Reason for leaving or considering a change _____	

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CATHOLIC COMMUNITY SERVICE

EMPLOYMENT HISTORY (Continued)

_____ Employer	_____ From (month) / (year)
_____ Address	_____ To (month) / (year)
_____ Position Held	Full Time ___ Part Time ___
_____ Supervisor (for reference purposes)	_____ Hours per week
_____ Phone	
Duties/Responsibilities: _____	

Reason for leaving or considering a change	
May we contact this employer? Yes _____ No _____	

_____ Employer	_____ From (month) / (year)
_____ Address	_____ To (month) / (year)
_____ Position Held	Full Time ___ Part Time ___
_____ Supervisor (for reference purposes)	_____ Hours per week
_____ Phone	
Duties/Responsibilities: _____	

Reason for leaving or considering a change	
May we contact this employer? Yes _____ No _____	

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CATHOLIC COMMUNITY SERVICE

EDUCATION

Circle highest grade completed in school: 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Graduate 1 2 3 4

	Name of School/Location	Diploma or Degree	Major
High School	_____	_____	_____
College	_____	_____	_____
Graduate School	_____	_____	_____
Vocational or Training	_____	_____	_____

Additional Information

Professional Memberships and Affiliations

Professional and Trade Licenses

Computer skills Microsoft Office Access Other software _____
(please check the appropriate boxes)

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION

Catholic Community Service is an equal opportunity employer and does not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.

(___ initial here)

Interviews are given on a competitive basis, using job-related factors, after an application has been received. Not everyone who applies for a vacant position will be interviewed. (___ initial here)

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any falsification, misrepresentation or omission of information on this application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to Catholic Community Service will result in immediate termination of my position. (___ initial here)

I authorize previous employers and supervisors to supply Catholic Community Service with any and all information regarding my previous employment with the exceptions noted above. I understand that consideration for employment in this position is contingent upon the results of reference checking and background and/or drug/alcohol screening for specific job classifications where appropriate.

(___ initial here)

In consideration of my employment, I agree to conform to the Policies and Procedures of Catholic Community Service. I understand that the benefits, rules and policies of Catholic Community Service may be changed, modified, eliminated or added to at any time at Catholic Community Service's sole discretion and without prior notice. My employment can be terminated at any time, with or without cause and with or without notice, at the option of either the company or myself. (___ initial here)

Signature of Applicant

Date