



Application for Employment
Cathedral Home for Children
4989 N 3rd Street
P.O. Box 520
Laramie, Wyoming 82073

Cathedral Home for Children (CHC) is an equal employment opportunity employer and does not discriminate on the basis of race, sex, creed, color, age, national origin, individual handicap, or veteran status in any aspect of employment or services. Cathedral Home for Children’s educational programs, activities, and services offered to students and/or employees are administered on a non-discriminatory basis subject to the provisions of applicable civil rights and employment laws, statutes, and regulations. Evidence of practices that are inconsistent with this policy should be reported to the Executive Director.

CHC uses the following equal opportunity statement: Persons seeking employment or access to programs of Cathedral Home for Children shall be considered without regard to race, color, national origin, sex, age, religion, political belief, disability, or veteran status.

Please print or type
Include all addresses and phone numbers.
Incomplete applications may result in delays or may not be accepted.

Date of Application ___/___/___ Position(s) applied for: _____

Name: _____ **MALE** **FEMALE**
Last First Initial

Address: _____
Number / Street / Apartment City State Zip

Are you at least 21 years old? **Yes** **No**

Social Security Number _____

Contact Information

(____) _____ (____) _____ Voicemail? Yes No
Home Cell

(____) _____ Can you be contacted at work? Yes No
Work

E-mail address: _____

Preferred method of contact: _____

Do you have a valid Driver's License? **YES NO**

License State/Number _____

Have you had any driving violations within the last three years? **YES NO**

If yes, please specify:

Have you ever been charged and/or convicted of any misdemeanor or felony crime? **YES NO**

If yes, please specify:

Please attach additional documentation if needed or requested.

The Cathedral Home for Children will run a state and federal criminal clearance and child abuse registry check. If you do not answer this question honestly, upon receipt of notification, your employment may be terminated and your record will indicate that you provided false information and are not eligible for rehire.

I certify that my answer is correct. I understand that if I provide a false response that my employment may be immediately terminated and I may be ineligible for future hire.

Signed _____ Date _____

Have you filed an application here before? **YES NO**

Have you ever been employed here before? **YES NO**

If Yes, specify dates and primary supervisor/department _____

If Yes, specify any former names known by i.e. maiden name or nickname:

Are you employed now? **YES NO** May we contact your employer? **YES NO**

Are you on a lay-off and subject to recall? **YES NO**

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? **YES NO**

Are you available to work (circle all that apply):

Full-time **Part-time** **Temporary (specify)** _____

On what date would you be available to start? ____ / ____ / ____

List what hours you are currently available to work:

Monday: _____ Thursday: _____

Tuesday: _____ Friday: _____

Wednesday: _____ Saturday: _____

Sunday: _____

Are you available and/or willing to work overnight shifts? **YES NO**

Can you travel if the job requires it? **YES NO**

List professional, trade, business, or civil activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap, or other protected status.)

Please provide Name, Address, and Telephone Number of three references who are not related to you and are not listed on this application as previous employment supervisors:

<u>Reference Name</u>	<u>Address</u>	<u>Contact Information</u>
1) _____	_____ _____	_____
2) _____	_____ _____	_____
3) _____	_____ _____	_____

Please attach at least two letters of professional reference to this application.

Please list names and contact information for any reference letter included with this application if information is not listed above.

<u>Reference Name</u>	<u>Contact Information</u>
_____	_____
_____	_____
_____	_____

Employment Experience

Start with your present or most recent employment. Include military service assignments and volunteer activities. You may exclude organization names, which indicate race, color, religion, gender, national origin, handicap, or other protected status.

Employer Name and Address:	Dates Employed		Work Performed
	From	To	
Telephone Number:	Hourly / Salary		
	Start	Final	
Job Title:			
Supervisor:	Reason for Leaving		

Employer Name and Address:	Dates Employed		Work Performed
	From	To	
Telephone Number:	Hourly / Salary		
	Start	Final	
Job Title:			
Supervisor:	Reason for Leaving		

Employer Name and Address:	Dates Employed		Work Performed
	From	To	
Telephone Number:	Hourly / Salary		
	Start	Final	
Job Title:			
Supervisor:	Reason for Leaving		

Employer Name and Address:	Dates Employed		Work Performed
	From	To	
Telephone Number:	Hourly / Salary		
	Start	Final	
Job Title:			
Supervisor:	Reason for Leaving		

Please attach additional pages as necessary.

Special Skills – What types of skills do you possess which might be helpful in the position for which you are applying?

⌘ Do you have sign language skills (circle one): **Proficient** **Familiar** **None**

⌘ Do you have current Red Cross Certification in CPR/First Aid? **YES** **NO**

⌘ If no, have you been certified within the past two years? **YES** **NO**

Educational Background

High School

School Name _____

Address _____

Years Completed **1 2 3 4** Diploma: **YES NO** Graduation Date: _____

Honors Received: _____

College / University

School Name _____

Address _____

Years Completed **1 2 3 4 5** Diploma/Degree: **YES NO** (Anticipated) Graduation Date: _____

Major subject of study: _____

Minor or areas of specialty: _____

Honors received: _____

Graduate / Professional

School Name _____

Address _____

Years Completed **1 2 3 4 5** Diploma/Degree: **YES NO** (Anticipated) Graduation Date: _____

Major subject of study: _____

Minor or areas of specialty: _____

Honors received: _____

Describe any specialized training, apprenticeships, volunteer work or extracurricular activities:

AFFIDAVIT

Please read each statement carefully before signing

- I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal, if discovered at a later date.
- I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employer, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.
- I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause, and with or without notice.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

Please attach two letters of professional reference to this application and submit all materials to the Cathedral Home for Children Human Resources Department.

A resume will not be accepted in lieu of this application, although a resume may be attached to provide additional details or timelines.

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4. SEX: Male_____ Female_____

5. DISABLED:

As defined in Section 503 of the Rehabilitation Act of 1973, a disabled person is one who: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment.

_____ I am an individual with a disability.

Please identify/explain any accommodation that may be appropriate for the position(s) you are seeking. We are willing to meet with you to discuss any accommodations you feel may be necessary.

6. VIETNAM ERA VETERAN: (August 5, 1964 through May 7, 1975)

_____ YES _____ NO

7. SPECIAL DISABLED VETERAN:

A Special Disabled Veteran as defined by the U.S. Department of Labor is a veteran who is entitled to compensation under the laws administered by the Veterans Administration for a disability: (A) Rated at 30% or more, or (B) rated at 10-20% in the case of a veteran who has been determined under Section 1506 or Title 38, U.S.C, to have a serious employment handicap; or a person who was discharged or released from active duty because of service-connected disability. This is not limited to Vietnam Era Veterans and there is no expiration date.

_____ YES _____ NO

8. HOW DID YOU LEARN OF THIS OPENING?

_____ Job Service of Wyoming

_____ Advertisement: Name of Publication _____

_____ Word of Mouth (friend or colleague)

_____ Other (please specify): _____

RETURN THIS FORM TO:

**Human Resources Director
Cathedral Home for Children
4989 North 3rd Street
P.O. Box 520
Laramie, WY 82073**

Cathedral Home for Children is an Equal Opportunity Employer

Thank you for your cooperation and interest in Cathedral Home for Children