

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 convicted of any crimes? **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 are 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:

1) _____

2) _____

3) _____

Are you a veteran of the Military Service? **YES NO** If yes, specify branch: _____

SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS, AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS:

Government contractors are subject to 38 USC 4212 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information, which will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please circle what is applicable and sign below.

Handicapped Individual Disabled Veteran Vietnam Era Veteran

Signed: _____

Employment Experience

Start with your present or last job. 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		

Employment Experience (cont.)

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		

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 in the past? **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, 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: _____

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/Affirmative Action Employer

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