



**DIOCESE OF LINCOLN  
CHANCERY  
EMPLOYMENT APPLICATION FORM**

*We are an equal opportunity employer. It is our policy to comply with all federal, state and local equal employment opportunity laws and guidelines.*

*Please complete all items below. Please understand that the Company is relying on the accuracy of the information provided in considering you for employment.*

Position desired \_\_\_\_\_

Date available \_\_\_\_\_ Salary desired \_\_\_\_\_

Referred by \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Other telephone \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ If no, please list your date of birth \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

Has any restriction been placed on your eligibility for employment in the United States?  Yes  No If Yes, please explain:

\_\_\_\_\_

NOTE: If hired, you will be required to provide proof of employment eligibility.

Have you been employed by any Diocese of Lincoln institution before?  Yes  No If Yes, please give previous dates of hire and departure.

\_\_\_\_\_

Do you have any personal friends or relatives employed anywhere for any diocesan institution?  Yes  No If Yes, please list them and their relationship to you and their positions.

\_\_\_\_\_

Are you capable of performing – with or without reasonable accommodation – the essential functions of the position that you seek?  Yes  No If No, please explain.

\_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If Yes, please explain date and nature of conviction.

\_\_\_\_\_

**THE POSITION YOU HAVE APPLIED FOR REQUIRES US TO PERFORM A CONVICTION CHECK.**

NOTE: Disclosure of a criminal record will not necessarily disqualify you from employment. The nature and date of the conviction and the position desired will be taken into consideration.

## EDUCATION INFORMATION

	Name and location of school attended	Graduation Date	Type of degree/diploma or training received	Major fields of study
Graduate School				
College/Undergraduate University				
High School				
Technical School				
Other				

List honors, awards, or scholarships received \_\_\_\_\_  
 \_\_\_\_\_

List relevant activities, memberships or positions held \_\_\_\_\_  
 \_\_\_\_\_

## EMPLOYMENT HISTORY

Please list all employment, starting with most recent position and working back. Please attach a separate sheet if necessary.

Company 1 \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Position, with brief outline of duties \_\_\_\_\_  
 Ending salary \_\_\_\_\_ Dates of employment From \_\_\_\_\_ To \_\_\_\_\_  
 Supervisor's name and title \_\_\_\_\_  
 Reasons for leaving \_\_\_\_\_

Company 2 \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Position, with brief outline of duties \_\_\_\_\_  
 Ending salary \_\_\_\_\_ Dates of employment From \_\_\_\_\_ To \_\_\_\_\_  
 Supervisor's name and title \_\_\_\_\_  
 Reasons for leaving \_\_\_\_\_

## REFERENCES

Please list – with address and phone number – three people familiar with your education, training, or professional experience. Please do not include family members or relatives.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

*I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.*

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_