



DATE \_\_\_\_\_

### APPLICATION FOR EMPLOYMENT

(non-certified positions)

St. Mary's Parish School  
412 North Monroe  
Moscow, ID 83842  
208-882-2121

[office@stmarysmoscow.com](mailto:office@stmarysmoscow.com) [www.stmarysmoscow.com](http://www.stmarysmoscow.com)

*St. Mary's Parish School of the Diocese of Boise recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability or veteran status. The diocese reserves the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in all employment decisions.*

POSITION APPLYING FOR: \_\_\_\_\_

\_\_\_\_\_  
Last Name                                      First                                      Middle                                      Social Security Number

\_\_\_\_\_  
Street Address                                      Home/Cell Phone

\_\_\_\_\_  
City, State, Zip                                      Business/Message Phone

Have you ever been employed by the Diocese of Boise, or any Catholic Diocese? Yes \_\_\_\_\_ NO \_\_\_\_\_ If "Yes", please state when and where. \_\_\_\_\_

If Hired, can you furnish proof that you are either a U.S. Citizen, or otherwise legally permitted to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_ Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes," Please explain on separate page.

Name and Location of School	No. Years	Major Degree/Date
High School _____		
College _____		
Graduate School _____		
Professional Trade or Other _____		

**Skills:** Typing WPM \_\_\_\_\_ Computer Experience \_\_\_\_\_

Other training or skills including Bilingual ability  
\_\_\_\_\_

***Please list all Full Time and Part Time Positions which you have held for the past ten years starting with your present or most recent position. Explain all periods of unemployment using space provided on page 5.***

**#1 Position:** Company Name \_\_\_\_\_

Dates of Employment (Month and Year): From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position/Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Salary \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Starting Date \_\_\_\_\_

Last Date Employed \_\_\_\_\_ Briefly describe your duties and responsibilities

Reason for leaving

**#2 Position:** Company Name \_\_\_\_\_

Dates of Employment (Month and Year): From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position/Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Salary \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Starting Date \_\_\_\_\_

Last Date Employed \_\_\_\_\_ Briefly describe your duties and responsibilities

Reason for leaving

**#3 Position:** Company Name \_\_\_\_\_

Dates of Employment (Month and Year): From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position/Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Salary \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Starting Date \_\_\_\_\_

Last Date Employed \_\_\_\_\_ Briefly describe your duties and responsibilities

Reason for leaving

**REFERENCES:** List three references who can speak to your ability to perform the duties of the position you are seeking.

NAME	TITLE	ADDRESS/PHONE	RELATIONSHIP TO APPLICANT

May we contact your present employer? Yes  No

List date available for work \_\_\_\_\_

State any additional information you feel may be helpful in considering your application.

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Give the names of three persons you are not related to, whom you have known for at least one year.

NAME	ADDRESS/PHONE	BUSINESS	YEARS KNOWN

Have you served in the USA Military Service? \_\_\_\_\_yes \_\_\_\_\_no

Dates from \_\_\_\_\_To\_\_\_\_\_ Service Branch \_\_\_\_\_  
Initial Rank \_\_\_\_\_Final Rank\_\_\_\_\_ Type of Discharge \_\_\_\_\_

Do you have relatives or friends employed by the Diocese of Boise? \_\_\_\_\_If "Yes", Give name(s) and location(s). \_\_\_\_\_

**Present Salary:** \_\_\_\_\_**Salary Expectations:** \_\_\_\_\_

**Comments, Special Skills, Interests, Qualifications or Accomplishments not previously noted.**

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**Please Read Carefully Before Signing**

*I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term unless it is in writing and signed by an authorized diocesan representative (principal and/or pastor). I understand and agree that I may resign my employment with the Diocese of Boise/St. Mary's Parish School at any time for any reason and that my employment may be terminated at the will of the Diocese of Boise at any time for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by the Diocese of Boise / St. Mary's Parish School are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese of Boise/ St. Mary's Parish School. I further understand that the employment relationship between the Diocese of Boise/ St. Mary's Parish School and its employees may be governed by canon law as well as civic law.*

*Prior to any formal hiring by the diocese the applicant must have successfully passed a background check. The diocese/ St. Mary's Parish School will not deny employment to any applicant solely because the person has been convicted of a crime. The diocese/ St. Mary's Parish School, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.*

*Pursuant to the Immigration Reform and Control Act, the Diocese of Boise/ St. Mary's Parish School will employ only those individuals who are eligible to work in the United States. Accordingly, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.*

*I clarify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief, and I understand that any misrepresentation or omission of material(s) fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Use the space below to explain and account for periods of Unemployment or additional Comments on Employment History.**

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**Do Not Write in This Section for Office Use Only**

Interviewed by Date \_\_\_\_\_ Hire Date \_\_\_\_\_

Position \_\_\_\_\_ Salary \_\_\_\_\_ Start Date \_\_\_\_\_