

University of St. Mary of the Lake/Mundelein Seminary



Application for Employment

1000 East Maple Avenue, Mundelein, IL 60060

Phone: 847/970-4902

Fax: 847/566-7330

*University of St. Mary of the Lake/Mundelein Seminary
is an equal opportunity employer.*

We thank you for filling out this form which is designed for those applying for a position at The University of St. Mary of the Lake/Mundelein Seminary an institution of the Archdiocese of Chicago, including current employees or applicants seeking paid employment or volunteer work.

The Archdiocese complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate based on race, religion, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record or mental or physical handicap unrelated to ability to perform the duties of the position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified handicapped individuals.

Please keep in mind that acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

(PLEASE PRINT)

Last Name		First Name		Middle Name	
Address		City		State	Zip Code
Home Phone	Cell Phone	Email Address			

Are you legally eligible for employment in the U.S.? _____

Have you ever filed an application with us before? Yes No

Have you ever been employed with us before? Yes No
If yes, give date: _____

Have you ever used a surname other than indicated? _____ If yes, state name and explain _____

Position applied for _____ Date available _____

Salary requirements (if applicable) _____

How were you referred to us? _____

Education

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
School Name and Location																	
Years completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

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

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1.	_____ (Name) _____ () _____ Phone #
	_____ (Address)
2.	_____ (Name) _____ () _____ Phone #
	_____ (Address)
3.	_____ (Name) _____ () _____ Phone #
	_____ (Address)

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		<u>Work Performed</u>
		From	To	
Telephone Number(s)				
Address				
Job Title	Supervisor			
Reason For Leaving				
Employer		Dates Employed		<u>Work Performed</u>
		From	To	
Telephone Number(s)				
Address				
Job Title	Supervisor			
Reason For Leaving				
Employer		Dates Employed		<u>Work Performed</u>
		From	To	
Telephone Number(s)				
Address				
Job Title	Supervisor			
Reason For Leaving:				

If you need additional space, please continue on a separate sheet of paper.

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.
 I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize the Archdiocese or its agents to undertake any investigation it deems appropriate in connection with this application, including contact with all prior employers and a **criminal background check**.
 In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

 Signature of Applicant

 Date