DIOCESAN MIGRANT & REFUGEE SERVICES, INC.
DMRS
SERVICIOS DIOCESANOS PARA MIGRANTES Y REFUGIADOS

Application for Employment

PERSONAL INFORMATION

Date_____

NAME_____
Last First Middle

PRESENT ADDRESS_____
Street City State Zip Code

PERMANENT ADDRESS_____
Street City State Zip Code

PHONE NUMBER_____ SOCIAL SECURITY #_____

LIST ANY ACQUAINTANCES WORKING FOR US_____

_____

IF YOU WERE PREVIOUSLY EMPLOYED BY US, GIVE DATE, POSITION HELD AND DEPARTMENT_____

_____.

POSITION APPLYING FOR_____ SALARY DESIRED _____ DATE YOU CAN START_____

REFERRED BY: _____

EDUCATION

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

	Name and Address of School	Graduate?		Degree	Subjects Taken
High School		yes	no		
College		yes	no		
College		yes	no		
Bus./Trade School		yes	no		
Military		yes	no		

EMPLOYMENT HISTORY

Begin with most recent employer

1. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?
2. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?

3. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?
4. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?
5. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?

PERSONAL REFERENCES

Not former employers or relatives

NAME	OCCUPATION	ADDRESS	PHONE NUMBER
1			
2			
3			

I certify that all statements and representations made in this application are true and correct and I have withheld nothing which would, if disclosed, adversely affect my application. I understand that the Catholic Diocese of El Paso relies upon such statements in making its employment decisions, and I authorize the Catholic Diocese of El Paso to investigate all such statements contained therein. I understand and agree that any misrepresentation will be sufficient cause for cancellation of the application and/or separation from the Catholic Diocese of El Paso if such misrepresentation is discovered at any time after my employment, by the Catholic Diocese of El Paso.

By virtue of my signature below, I acknowledge acceptance of the following statement:

I hereby authorize the Catholic Diocese of El Paso to obtain an investigative consumer report, if applicable, in connection with my application for employment. I am aware that the Fair Credit Reporting Act, Public law 91-508, requires that the Catholic Diocese of El Paso advise me that in connection with my application for employment, that an inquiry may be made which will provide applicable information concerning my prior employment, character, reputation, and mode of living. I understand that upon written request, additional information as to the nature and scope of the investigation will be provided to me. I further understand that the Catholic Diocese of El Paso may require, as a condition of employment that I submit to testing for alcohol and/or illegal drugs.

I hereby authorize the Catholic Diocese of El Paso to contact all employers, individuals, and educational institutions (as specified on this form) for reference purposes, and I release the Catholic Diocese of El Paso from any and all liability, including liability arising from the employer's negligence, upon verification of my prior employment history, criminal record, references and any other background information. Additionally, I authorize the Catholic Diocese of El Paso to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party with legal or proper interest. I release from any and all liability arising from negligence, all persons and entities who supply the Catholic Diocese of El Paso with information pertaining to my prior employment history, criminal record, references, and any other background information.

Nothing contained in this employment application shall constitute a contract of employment, and I understand and agree that if I am employed, such employment will be "at-will." I understand that any oral statements made to the contrary are not authorized by the Catholic Diocese of El Paso management and should not be relied on by me. In the event of my employment, I will comply with all rules and regulations as set forth in the Catholic Diocese of El Paso Policy Manual or other communications distributed to all employees. I hereby acknowledge that I voluntarily signed and have read and understand the above statements.

_____ DATE

_____ SIGNATURE OF APPLICANT