



The Cathedral Center

A Nonsectarian Agency for Women and Families

845 North Van Buren Street
Phone: (414) 831-0394

Milwaukee, WI 53202
Fax: (414) 831-0439

EMPLOYMENT APPLICATION

HOW DO WE CONTACT YOU?		
First Name	Middle Initial	Last Name
Social Security #	Date of Birth	
Other Names Known By:		
Address		
City	State	Zip Code
Home Phone	Alternate Number	

POSITION APPLYING FOR
The Cathedral Center, Inc.
Agency Name
Position Title

FOR OFFICE USE ONLY		
Interviewer	Date	
Interviewer	Date	
Interviewer	Date	
Status:	Yes	No
Second Interview	<input type="checkbox"/>	<input type="checkbox"/>
Hire Date:		
Salary:		

EDUCATION					
					Diploma
High School	City	State			<input type="checkbox"/> Yes <input type="checkbox"/> No
College, University or Professional School	City	State	Dates Attended	Degree Received	
College, University or Professional School	City	State	Dates Attended	Degree Received	
College, University or Professional School	City	State	Dates Attended	Degree Received	

JOB-RELATED TRAINING OR COURSE WORK (Vocational, Trade, Governmental, Business, Armed Forces, etc.)

Name of School _____	Location _____	Dates Attended _____
Name of School _____	Location _____	Dates Attended _____

PERIODS OF EMPLOYMENT

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job-related volunteer work, if applicable. Indicate number of employees supervised. **Use a separate block to describe each position or gap in employment.** If needed, attach additional sheets, using the same format as on the application. All information in this section **must** be completed. **Resumes may be attached to provide additional information.**

May we contact your present Supervisor? Yes No If "No" please indicate reason: _____

Name of Present of Last Employer: _____

Address: _____ Phone: _____

Job Title: _____ Supervisor's Name: _____

From: _____ To: _____ Full-Time _____ Part-Time _____

Duties and Responsibilities: _____

Reason for leaving: _____

Ending Salary: _____

Name of Next Previous Employer: _____

Address: _____ Phone: _____

Job Title: _____ Supervisor's Name: _____

From: _____ **To:** _____ **Full-Time** _____ **Part-Time** _____

Duties and Responsibilities: _____

Reason for leaving: _____

Ending Salary: _____

Name of Next Previous Employer: _____

Address: _____ **Phone:** _____

Job Title: _____ **Supervisor's Name:** _____

From: _____ **To:** _____ **Full-Time** _____ **Part-Time** _____

Duties and Responsibilities: _____

Reason for leaving: _____

Ending Salary: _____

Name of Next Previous Employer: _____

Address: _____ **Phone:** _____

Job Title: _____ **Supervisor's Name:** _____

From: _____ **To:** _____ **Full-Time** _____ **Part-Time** _____

Duties and Responsibilities: _____

Reason for leaving: _____

Ending Salary: _____

Name of Next Previous Employer: _____

Address: _____ **Phone:** _____

Job Title: _____

Supervisor's Name: _____

From: _____

To: _____

Full-Time _____ Part-Time _____

Duties and Responsibilities: _____

Reason for leaving: _____

Ending Salary: _____

Knowledge/Skills/Abilities (KSAs)

List KSAs you possess and believe **relevant to the position you seek.**

BACKGROUND INFORMATION

Have you ever been convicted of a Felony or a First Degree Misdemeanor? Yes No

If "Yes", what charges? _____

Where convicted? _____ Date of Conviction: _____

NOTE: A "Yes" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered.

DISCLOSURE AND RELEASE STATEMENT

I, _____, hereby authorize **The Cathedral Center, Inc.** (the "Employer") to procure an employment screening report and criminal background report from a company engaged in the business of collecting information for purposes of employment screening, for the limited purpose of evaluating me for employment with the Employer. I specifically understand that it is necessary that I provide my date of birth, social security number and driver's license number for the completion of an employment screening report. I further understand that in all likelihood, the report will contain information about my background, mode of living, character, general

reputation, and personal characteristics.

I hereby authorize all persons and entities, including but not limited to businesses, corporations, former employers, credit agencies, governmental agencies, law enforcement authorities, educational institutions, state insurance departments, private regulatory agencies, and all military services, to release all written and verbal information about me to the Employer. I release and hold each harmless from all liability and responsibility for doing so.

This Disclosure and Release Statement, in the original or copy form, is valid now through the period of time the Employer considers my application for employment, or the duration of my employment with the Employer. I agree with all of the provisions contained herewith and was furnished with a copy of this Disclosure and Release Statement.

Print Name

Other Name (If applicable)

Social Security Number

Date of Birth

Driver License Number

PROFESSIONAL REFERENCES

Name: _____

Position: _____

Company: _____

Phone: _____

Address: _____

Name: _____

Position: _____

Company: _____

Phone: _____

Address: _____

Name: _____

Position: _____

Company: _____

Phone: _____

Address: _____

CERTIFICATION

I am aware that any **omissions, falsifications, misstatements, or misrepresentations above** may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of The Cathedral Center for employment purposes. This consent shall continue to be effective during my employment if I am hired. I certify that

to the best of my knowledge and belief all of the statements contained herein on my attachments are **true, correct, and made in good faith.**

Signature

Date