

Saint Thomas More

10935 S. Military Trail
 Boynton Beach, Florida 33436
 561-737-3095, WWW.STMBB.ORG



Catholic Church

Instructions: Please print in black ink or type. Complete all information omitting shaded areas.

PERSONAL	Name (Last Name, First, Middle Initial)		Preferred Name	Social Security Number	Date	
	Street Address		Apartment Number	City, State, Zip Code		
	Telephone Number () ()	Cell or Alternate Phone Number () ()	E-Mail Address	(✓) any of the following which apply to you: <input type="checkbox"/> 18 or Older <input type="checkbox"/> Member of Southern Baptist Church <input type="checkbox"/> American Citizen <input type="checkbox"/> Eligible to work in U.S.		
POSITION	Position Applying for:		From what specific source did you <u>first</u> learn about this position?		Can you relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Requisition #:					
	Minimum acceptable pay rate: \$ _____	(✓) Type of Work Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary—Hours Available? _____ <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer Staff—Dates Available? _____				
EDUCATION	Highest Education Level:				If not a High School graduate, do you have a GED certificate?	
	High School: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 Other: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	SCHOOL NAME, CITY, AND STATE	DEGREE	DATE EARNED OR EXPECTED	CUMULATIVE GRADE POINT AVG.	GRADUATED (Y or N)	MAJOR
	High School		X			
	College					
	College/Bible Institute					
	Graduate School/Seminary					
Other Professional/Technical School						
Are You Presently Attending School? If Yes, School Name and Address: <input type="checkbox"/> Yes <input type="checkbox"/> No						
Professional Organizations						
Professional License or Certification?		If Yes:				
<input type="checkbox"/> Yes <input type="checkbox"/> No		Type: _____		Identification Number: _____		
		Issue Date: _____		Issued By: _____ Exp.: _____		
MILITARY	Have You Served in the U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of Service (Month and Year) From To	Branch of Service	Type of Discharge	Rank Last Held	
	Do You Have Reserve or National Guard Obligations? <input type="checkbox"/> Yes <input type="checkbox"/> No	Description of Duties in the Service Including Special Training				
Human Resources Use Only						

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Catholic Church Work Information

PRESENT OR LAST JOB

Name of Company		Mailing Address		City, State, Zip Code	
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor	
Position	Skills Used				
Duties You Performed					
If Presently Employed, May We Contact Your Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Now Employed, Why Do You Wish to Make a Job Change? If Not Employed, Reason for Leaving Last Job.			

PAST WORK EXPERIENCE

Name of Company		Mailing Address		City, State, Zip Code	
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor	
Position	Skills Used				
Duties You Performed					
Reason for Leaving					
Name of Company		Mailing Address		City, State, Zip Code	
Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor	
Position	Skills Used				
Duties You Performed					
Reason for Leaving					
Have you ever been fired or otherwise asked to leave a job? If yes, please explain: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Computer Experience					
<input type="checkbox"/> PC Software and Programs: _____ <input type="checkbox"/> Macintosh Software and Programs: _____ <input type="checkbox"/> Information Technology Computer Programming Languages and Operating Systems: _____					
Other Skills <input type="checkbox"/> Typing _____ words per minute		<input type="checkbox"/> 10 key calculator skill		<input type="checkbox"/> Data entry _____ keystrokes per hour	
Foreign Languages you can use <u>fluently</u> .			Have you ever applied at St.Thomas More? If so, when?		
How many work days other than planned vacation days have you missed in the past two years? <input type="checkbox"/> Less than five days <input type="checkbox"/> One to three weeks <input type="checkbox"/> More than three weeks					

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Catholic Church Personal Information

Church Denomination	Name of Church Where You Hold Membership	City and State Where Church Is Located
Name of Church Pastor Who May Be Contacted At The Church		Telephone Number

Church Related Activities:

Were you previously employed here? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates (Month and Year) From To	Position	Department	Reason for Leaving
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Have you ever been convicted of a misdemeanor or felony? Yes No If yes, please explain:

Have you ever been disciplined or discharged for fighting, theft, assault, or violating safety rules? Yes No If yes, please explain:

Have you ever been arrested or convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?
 Yes No If yes, please explain:

Have you ever signed a non-competition, non-disclosure, or other similar agreement with your current or previous employers? Yes No
If yes, please furnish a copy of the agreement for our review.

PRE-EMPLOYMENT INFORMATION

Tobacco-Free Workplace-In the interest of providing a clean, safe, healthy, working environment, and promoting wellness among all employees, smoking and the use of all other tobacco products are not allowed in any St. Thomas More building, parking lot, or STM vehicle.

A positive National background fingerprint check is required for applicants to be considered for employment.

Disability Accommodation-Individuals with a disability who require accommodations to take required tests or perform the position being considered should inform the senior staff representative in advance so accommodations can be made.

Direct Deposit is required for all regular full-time and part-time employees unless not allowed by law.

PLEASE REVIEW YOUR ANSWERS CAREFULLY BEFORE SIGNING THE STATEMENT BELOW

LIFESTYLE CONSIDERATIONS

Because of the unique and special nature of Saint Thomas More Catholic Church, employees are expected to manifest conduct and actions which project an image consistent with the teachings of the Catholic faith. It is, therefore, imperative employees favorably represent STM.

STM has not only the right, but also the responsibility to do everything possible to ensure the stated purpose and mission of STM continues in its highest tradition and is not harmed or impeded by unacceptable behavior on the part of its employees.

Conduct that brings embarrassment to St. Thomas More Parish, the clergy, staff, ministers, volunteers, parishioners and visitors or impedes its credibility with parishioners or the public is unacceptable. Conduct or other actions inconsistent with that normally expected of employees of the Roman Catholic Diocese of Palm Beach, its printed code of moral and ethical conduct, the employee manual and biblical Christianity are unacceptable. Your private life should remain private, and it is not the intention of STM to interfere; however, should your private conduct or other actions become public and be perceived as inconsistent with your employment at STM or become the source of scandal, then we will take immediate action to terminate your employment consistent with all requirements of the law.

Consistent with this purpose, STM policy is to ensure all applicant and employee behavior meets STM's standards of acceptable conduct. As a part of this policy, an individual's current and past conduct is reviewed. Therefore, please respond accordingly to the inquiry below. A yes answer does not automatically disqualify you from further consideration for employment, as each individual's circumstances are reviewed.

Do you currently have, or have you had, any lifestyle, conduct, or activity which would project an image which could embarrass STM or impede its creditability with its constituents as referred to above? Yes No
If yes, please explain:

By my signature placed below, I affirm the information provided in this employment application is true and complete. I understand if employed, any false information or omissions shall be considered sufficient cause for dismissal without any obligation or liability to me other than for payment, at the rate agreed upon, for services actually rendered. I agree to immediately notify St. Thomas More if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment, if hired.

I authorize the investigation of all statements contained in this application. I also authorize the company to contact my present employer (unless otherwise noted in this application form), past employers and listed references and other references that might know of my qualifications for employment.

I authorize any person, school, current employer (except as previously noted), past employer(s) and organizations that might know of my qualifications for employment to provide St. Thomas More Parish with relevant information and opinions that may be useful to the parish in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I understand before any employment offer is final, I must successfully pass a background check. My signature on this application gives consent for this test.

if hired, I may be required to submit to a search of my personal property for drugs, alcohol, weapons, or stolen property on St. Thomas More.

I also recognize and agree that St. Thomas More telecommunications, networking and information processing systems (including, without limitation, stored computer files, email messages and voice messages) are company property and that my activity and any files or messages on or using any of those systems may be monitored without notice.

I understand this application does not, by itself, create a contract of employment. I understand and agree, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME. I understand NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

This application will be retained for 12 months, then destroyed. You may ask for it to be retained an additional six months or reapply if you so desire. If employed, this Employment Application will become part of your permanent file.

St. Thomas More Catholic Church may have an opportunity to share your application with other Diocesan agencies, churches, associations, etc. Do you give permission for the application to be shared when applicable? Yes No

Signature

Date

SIGNATURE IS REQUIRED FOR APPLICATION TO BE COMPLETE