



# Application for Employment

Stephen T. Badin High School  
571 New London Rd  
Hamilton, OH 45013  
www.badinhs.org

## Personal Information

Please print or type. The application must be fully completed to be considered.  
Please complete each section, even if you attach a resume.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## Position

Position you are applying for \_\_\_\_\_

Available Start Date \_\_\_\_\_

Desired Pay \_\_\_\_\_

## Education

| School Name | Location | Years Attended | Degree Received | Major |
|-------------|----------|----------------|-----------------|-------|
|             |          |                |                 |       |
|             |          |                |                 |       |
|             |          |                |                 |       |

## Employment History

Name of Company \_\_\_\_\_ Position Held \_\_\_\_\_

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name of Company \_\_\_\_\_ Position Held \_\_\_\_\_

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name of Company \_\_\_\_\_ Position Held \_\_\_\_\_

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Of the jobs you have held, which did you like the most and why?

Of the jobs you have held, which did you like the least and why?

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|  |
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|                                                                                                                            | Yes | No |
|----------------------------------------------------------------------------------------------------------------------------|-----|----|
| May we contact your present employer?                                                                                      |     |    |
| Have you previously been employed by the Archdiocese or any of its institutions?                                           |     |    |
| Do you currently work at any other Archdiocesan location?                                                                  |     |    |
| Do you have any relatives who are employed by this organization?                                                           |     |    |
| Please specify:                                                                                                            |     |    |
| Is there any information we would need about your name or use of another name for us to be able to check your work record? |     |    |
| Please specify:                                                                                                            |     |    |
| Have you ever been convicted of a criminal offense?<br>[Conviction is not necessarily a bar to employment]                 |     |    |
| Please specify:                                                                                                            |     |    |

How were you referred to our organization? \_\_\_\_\_

Please list any additional information that relates to your ability to perform the job for which you have applied – such as license, certification, training, professional memberships, etc.

|  |
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|  |
|--|

| References (2 Employers + 1 Personal) |       |         |              |
|---------------------------------------|-------|---------|--------------|
| Name                                  | Title | Company | Phone Number |
|                                       |       |         |              |
|                                       |       |         |              |
|                                       |       |         |              |

#### APPLICANT'S STATEMENT

I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that employees of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati.

I understand that employees of the Archdiocese of Cincinnati will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

I understand that the employer may thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_