



# **The Catholic Cemeteries of the Archdiocese of Washington, Inc.**

13801 Georgia Avenue, Silver Spring, MD 20906-5271  
 Phone: 301-871-1300 Fax: 301-460-7025 [www.ccaw.org](http://www.ccaw.org)

## **Application for Employment**

Last Name		First	Middle	Date
Present Street Address		City	State	Zip
Permanent Address (If different from present address)		Daytime Phone		
		Evening Phone		
		Cell Phone		
		Email Address		
Have you ever been employed by an Archdiocesan location? <input type="checkbox"/> YES <input type="checkbox"/> NO				Are you 18 years of age or older?
If YES, give details: _____				<input type="checkbox"/> YES <input type="checkbox"/> NO
I am interested in Employment Opportunities that are: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME				
I am a U.S. Citizen or an alien authorized to work in the United States: <input type="checkbox"/> YES <input type="checkbox"/> NO				
Position(s) of Interest: 1) _____ 2) _____ 3) _____				
Required Salary: _____ Date Available for Work: _____				
Available to Work Overtime, if necessary: <input type="checkbox"/> YES <input type="checkbox"/> NO				
EDUCATION	Name and Location of School	Years/Credit Hrs. Completed	Major/Minor & Degree of Study	
High School		Diploma / GED		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
College				
Post Graduate School				
Other Training Or Certifications				
<p>The Catholic Cemeteries of the Archdiocese of Washington complies with all applicable laws concerning non-discrimination in employment. We do not unlawfully discriminate on the basis of any protected status and offer reasonable accommodations to otherwise qualified individuals with disabilities. Acceptance of this form does not constitute a contract of employment, nor is it a commitment to the applicant.</p>				

**EMPLOYMENT HISTORY:**

Even if you submit a resume, please list all employment history beginning with your present or most recent position first. Use additional pages if needed. Include all other names worked under if different than the name you used on this application.

<b>Company/Organization Name:</b>		Phone: (    )
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Address:	Employed (Month & Year): From _____ To _____
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Title:	Weekly Salary: Starting _____ Ending _____	Reason for Leaving:
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Duties:		
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<b>Company/Organization Name:</b>		Phone: (    )
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Address:	Employed (Month & Year): From _____ To _____
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Title:	Weekly Salary: Starting _____ Ending _____	Reason for Leaving:
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Duties:		
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<b>Company/Organization Name:</b>		Phone: (    )
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Address:	Employed (Month & Year): From _____ To _____
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Title:	Weekly Salary: Starting _____ Ending _____	Reason for Leaving:
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Duties:		
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**BUSINESS REFERENCES:**

Name:	Phone:
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Business Relationship:	Email Address:
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Name:	Phone:
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Business Relationship:	Email Address:
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Name:	Phone:
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Business Relationship:	Email Address:
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**Complete the following, if applicable:**

Typing Speed: \_\_\_\_\_ wpm Shorthand: \_\_\_\_\_ wpm

I rate my knowledge of the following computer software as: 1=Advanced, 2=Average, 3=Beginner, 4=No Knowledge  
\_\_\_\_\_ Microsoft Word \_\_\_\_\_ Excel \_\_\_\_\_ Access \_\_\_\_\_ Outlook

Other(s) \_\_\_\_\_

**IMPORTANT – The following must be read and signed.**

I hereby confirm that the information provided in this application and any attachments, resume, or other materials submitted in connection with it, or in any interviews, is true, correct and complete. If employed, any misstatement or omission of fact on this application or in any attachments, resume or other materials, or in any interviews may result in denial of employment, withdrawal of an offer of employment, or if employed, immediate dismissal.

I hereby authorize The Catholic Cemeteries of the Archdiocese of Washington, either on its own or by and through an agent, to investigate my references, work record, education and other matters related to my suitability for employment, including a criminal background check. I understand that the criminal background check will not be conducted until after I receive a conditional offer of employment. I hereby authorize any present or former employer, person, school, or institution to answer all questions pertaining to this application, or other information provided by me, and to release details of my work, skills, abilities, employment record, or other qualities pertinent to my qualifications for employment, and to provide documentary evidence to The Catholic Cemeteries of the Archdiocese of Washington or its agent. I release all such employers, persons, schools, or institutions from all liability and damages that may result from the information they provide. Further, I release The Catholic Cemeteries of the Archdiocese of Washington and the Archdiocese of Washington from all liability and damages that may result from an investigation.

If employed, I will abide by the policies and procedures of The Catholic Cemeteries of the Archdiocese of Washington and the Archdiocese of Washington. I understand and acknowledge the Roman Catholic religious nature of the Archdiocese. I understand and acknowledge that, in accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, archdiocesan employees must conduct themselves with integrity and act in a manner consistent with the official teachings, doctrines, laws, and policies of the Roman Catholic Church. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Upon termination, I authorize the release of reference information by the Catholic Cemeteries of the Archdiocese of Washington. I also understand that, if hired, I will be subject to employment at-will.

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

Print Full Name: \_\_\_\_\_