

Application for Employment

DeSales Media Group, Inc.

Please Print

Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of DeSales Media Group.

Position(s) applied for _____ Date of application ____/____/____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # (____) _____ Mobile/ Other # (____) _____ E-mail Address _____

Referral Source (How did you hear about us?) _____

Have you ever been employed by **DeSales Media Group, the Diocese of Brooklyn** or another Catholic organization operating within the geographic area of the Diocese of Brooklyn before? If **yes**, give dates and positions Yes
_____ No

If you are under 18 years of age, and it is required, can you furnish a work permit?..... Yes No
If no, please explain _____

1. Are you an American citizen, lawful permanent resident of the United States, temporary resident, refugee or asylee?..... Yes No

If no, answer questions 2 and 3 below. If yes, please ignore questions 2 and 3 below.

2. Are you presently authorized to work for DeSales? Yes No

3. Will you require DeSales to sponsor you to obtain, maintain or extend your employment authorization? ... Yes No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. To comply with this law, all offers of employment at DeSales are subject to, among other things, verification of the applicant's identity and employment authorization. All applicants who are hired must satisfy the Form I-9 requirements when they begin work.

Type of employment desired..... Full-Time Part-Time Temporary Seasonal

Date available to work..... ____/____/____ What is your desired salary range?.....\$ _____

Driver's license # (if driving may be required in the position for which your are applying) _____ State _____

Employment History

(Starting with your most recent employer.)

1. Employer Telephone # Dates employed From: ____/____/____
() To: ____/____/____

Street Address City State Zip Code

Starting job title/final job title

Supervisor May we contact for reference? Yes No

Summarize type of work performed and job responsibilities.

Reason for leaving.

2. Employer Telephone # Dates employed From: ____/____/____
() To: ____/____/____

Street Address City State Zip Code

Starting job title/final job title

Supervisor _____ May we contact for reference? Yes No

Summarize type of work performed and job responsibilities.

Reason for leaving.

AN EQUAL OPPORTUNITY EMPLOYER

3. Employer _____ Telephone # _____ Dates employed From: ____/____/____
() To: ____/____/____
Street Address _____ City _____ State _____ Zip Code _____

Starting job title/final job title

Supervisor _____ May we contact for reference? Yes No

Summarize type of work performed and job responsibilities.

Reason for leaving.

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that my assist you in performing the position for which you are applying.

Computer Skills

Educational Background

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	DEGREE & MAJOR
High School				
College				
Bus. or Trade School				
Professional School				

References

List name and telephone number of three business/work references that are *not* related to you and are *not* previous supervisors. Or list three school or personal references that are *not* related to you.

Name	Title	Relationship to You	Years Known	Telephone
				()
				()
				()

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with DeSales Media Group, Inc., (hereinafter, DeSales) is true, complete and correct.

I expressly authorize, without reservation, DeSales, its representatives, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information I provided in this application, resume or job interview. I hereby waive any and all rights and claims I may have against the DeSales, its agents, or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the DeSales does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and DeSales reserves the right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that any information I provided that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from DeSales' service, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** ____/____/____