



## Employment Application

Cathedral Square Corporation, Human Resources  
412 Farrell Street, Suite 100, South Burlington, VT 05403  
E- mail: [jobs@cathedralsquare.org](mailto:jobs@cathedralsquare.org), Fax: 802-863-6661

*Cathedral Square is a nonprofit, equal-opportunity employer. Our organization and our communities are welcoming and inclusive, embracing diversity in all its forms. We hire without regard to race, color, religion, age, national origin, ancestry, disability or handicap, sexual orientation, gender, gender expression, HIV status or any other protected classification under Vermont and federal law. We recruit, hire, train, compensate, advance and administer all other employment-related matters solely on the basis of each individual's qualifications and experience.*

**Applicant Instructions:** To apply for a position, complete the front and back pages of this application (please print). Applications are kept on file for one year.

Position(s) applying for : \_\_\_\_\_

Full-time  Part-time  Temporary  Per Diem

Referral Source: Newspaper Ad  Employee Referral  Whom? \_\_\_\_\_  
Employment Agency  Internet  Job Fair  Other: \_\_\_\_\_

Have you ever worked for CSC before? Yes  No

### APPLICANT INFORMATION:

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street Address)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail Address (optional): \_\_\_\_\_

### EDUCATION:

High School: \_\_\_\_\_ Grade completed: 9 10 11 12  
(Name of School)

Vocational: \_\_\_\_\_ Diploma/Degree: \_\_\_\_\_  
(Name of School)

University/College: \_\_\_\_\_ Year completed: 1 2 3 4  
(Name of School)

Diploma / Degree: \_\_\_\_\_

Licenses / Certifications: \_\_\_\_\_

**EMPLOYMENT HISTORY** (Begin with most recent employer):

**Employer:** \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Last position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Last position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Last position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**CRIMINAL RECORD:**

Have you ever been convicted of a criminal offense? Yes  No  If yes, please explain the nature of the offense. Answering yes will not necessarily exclude you from being considered for employment.

\_\_\_\_\_

**REFERENCES:**

Please list three (3) references (not related to you) that are familiar with you through previous employment or other associations.

Name: \_\_\_\_\_, Association: \_\_\_\_\_, Phone :( ) \_\_\_\_\_

Name: \_\_\_\_\_, Association: \_\_\_\_\_, Phone :( ) \_\_\_\_\_

Name: \_\_\_\_\_, Association: \_\_\_\_\_, Phone :( ) \_\_\_\_\_

**I hereby state that the information I have provided on this application is true and accurate to the best of my knowledge. I further understand that falsified statements on this application shall be grounds for immediate dismissal. I authorize the verification of any or all of the information and any inquiries permissible by law to determine my suitability for employment, and release the organization from all liability for any damage that may result from utilizing this information. I also understand and agree that no representative of the organization has the authority to enter into any agreement for employment for any specified period of time, or to make any arrangement contrary to the foregoing, unless it is in writing and signed by an authorized representative of the organization. Further, I understand that should Cathedral Square Corporation employ me I am entering an At-Will Employment relationship and may resign or be terminated at any time with or without cause or reason and with or without prior notice.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_