



Employment Application

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

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:** _____