

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

Applicant's Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_



*Inspired by scripture and the Church's social teaching,  
Catholic Charities empowers and strengthens  
individuals and families of all faiths by providing  
innovative community-based social services  
throughout Maine.*

Directions: Complete all sections of this Application for Employment and return it by mail, email, fax, or in person to the Human Resources Office at the address below prior to your interview.  
(Please send three written references if available)

Catholic Charities  
Human Resources Office  
P.O. Box 10660  
Portland, ME 04104-6060  
(207) 781-8550



Catholic Charities Maine's commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories and gender. We ask that you consider providing us with information to assist us in meeting our Affirmative Action Plan. Please complete the attached questionnaire and return to [hroffice@ccmaine.org](mailto:hroffice@ccmaine.org). Thank you.

PLEASE NOTE: This information:

- Is voluntary.
- Is gathered for statistical purposes only.
- Is kept confidential and separate from application materials.
- Will not be used in any way to evaluate your qualifications for employment.

Questions? Please contact Human Resources at 207-781-8550.

Name (last, first, MI): \_\_\_\_\_

Job title applying for: \_\_\_\_\_

Gender:  M  F

I would rather not identify my race at this time

WHAT IS YOUR RACE?

**American Indian/Alaskan Native** defined as a person having origins in any of the original peoples of North America and South America (including central America), and who maintains tribal affiliation or community attachment.

**Asian** defined as a person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand, and Vietnam.

**Black/African American** defined as a person having origins in any of the black racial groups of Africa.

**Hispanic or Latino** defined as person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin

**Native Hawaiian or other Pacific Islander** defines as a person having origins in any of the origins peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White** defined as a person having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Two or More Races** defined as all persons who identify with more than one of the above five races.

WHERE DID YOU LEARN ABOUT THIS VACANCY?

\_\_\_\_\_ Job Service \_\_\_\_\_ Newspaper \_\_\_\_\_ Referral \_\_\_\_\_ Website

By choosing to submit this form, I hereby guarantee the correctness of all the statements and information provided above.

# Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation in the application and/or interview process should contact a representative of the Human Resources Office.

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Job Fair
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number:	Cell Phone:	Email:	

Are you over 18 years of age?  YES  NO

Have you ever filed an application with us before?  YES  NO  
If yes, give date \_\_\_\_\_

Have you been employed with us before?  YES  NO  
If yes, give date \_\_\_\_\_

Are you currently employed?  YES  NO

On what date will you be available for work? \_\_\_\_\_

Are you willing to work:  Full Time  Part Time  Shift Work  Temporary

If a job requires you to drive a vehicle, do you possess a valid driver's license and are you 21 or older?  YES  NO

Have you ever been convicted of a crime or plead guilty, or nolo contendere?  YES  NO  
*A "Yes" answer will not necessarily disqualify an applicant from employment.*

If yes, please explain :

_____
_____
_____
_____

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer	Dates Employed	Work Performed
Address	From	
Telephone Number(s)	To	
Job Title	Supervisor	
Reason for Leaving		
Employer	Dates Employed	Work Performed
Address	From	
Telephone Number(s)	To	
Job Title	Supervisor	
Reason for Leaving		
Employer	Dates Employed	Work Performed
Address	From	
Telephone Number(s)	To	
Job Title	Supervisor	
Reason for Leaving		
Employer	Dates Employed	Work Performed
Address	From	
Telephone Number(s)	To	
Job Title	Supervisor	
Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper.

May we contact your current employer?       YES     NO

# Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
<b>High School</b>				
<b>Undergraduate College</b>				
<b>Graduate Professional</b>				
<b>Other (Specify)</b>				

(i.e. Business College, Special Courses-include Military Training, Post Graduate & Nursing)

Indicate Any Foreign Languages You Can Speak, Read And/Or Write			
	Fluent		
Speak			
Read			
Write			

## Licensure Professional Licenses And/Or Certifications

Are you currently? <input type="checkbox"/> Registered <input type="checkbox"/> Licensed <input type="checkbox"/> Certified				
Are you eligible for any of the above? Please Specify				
If Licensed	Type	State Issued	Expiration Date	No.
Registered	Type	State Issued	Expiration Date	No.
Or Certified	Type	State Issued	Expiration Date	No.

Have you ever had a professional or business license or certification revoked or suspended or have you ever voluntarily surrendered a professional or business license or certificate?

YES  NO  *If yes, please explain in detail.*

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
-------------------------------------

## Additional Information

**Other Qualifications:** Summarize special job-related skills and qualifications acquired from employment or other experience.


### References:

#### References- Work Related

We must have three references to process your applications. References should be professional such as former supervisors, Co-Works but can be also be personal references (family members would not be approved for use as a reference)

1.		
	Name	Phone #
	Email	
2.		
	Name	Phone #
	Email	
3.		
	Name	Phone #
	Email	
4.		
	Name	Phone #
	Email	
5.		
	Name	Phone #
	Email	

# Applicant's Statement

---

---

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment.

I hereby understand and acknowledge that any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship can only be changed via a written document expressly titled "Contract of Employment" and signed by the Executive Director of this organization.

In the event of employment, I understand that false or misleading information given in my application, interview(s), or information withheld may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State any additional information you feel may be helpful to us in considering your application.


Catholic Charities Maine is an equal opportunity employer dedicated to a policy of non-discrimination in employment on the basis of race, sex, physical or mental disability, religion, age, ancestry or national origin, sexual orientation or of any other classification protected by law.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.