



John Paul the Great Catholic University

10174 Old Grove Road, San Diego, CA 92131

Employment Application

Please answer all questions. Résumés are not a substitute for a completed application. Attach additional sheets if needed and please include your name at the top of each additional page.

John Paul the Great Catholic University is an equal opportunity employer. All qualified applicants are considered regardless of age, race, religion, color, creed, nationality, marital status, veteran status or disability. John Paul the Great Catholic University reserves the right to be the sole judge of merit, competence and qualifications.

JOHN PAUL THE GREAT CATHOLIC UNIVERSITY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE UNIVERSITY OR THE EMPLOYEE MAY TERMINATE THE RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Have you ever worked for the University? YES NO
 If yes, when? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 GPA: _____ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 GPA : _____ Diploma: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 GPA : _____ Diploma: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment*

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

*"Previous Employment" please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent ten (10) year period. If self employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships or military service. Please do not answer, "see résumé".

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Background Check

Required Information: Please check the appropriate box for each question. John Paul the Great Catholic University reserves the right to perform a background check on all employment and volunteer applications. A background check will be performed to obtain records of any criminal history you may have. A conviction will not necessarily disqualify you from consideration for employment. John Paul the Great Catholic University reserves the right to consider the nature, date and circumstance of the offense as well as whether the offense is relevant to the duties of the position for which you have applied. A conviction is any verdict of guilty or nolo contendere (no contest).

1. Have you ever been convicted of a felony or misdemeanor offense by any court in California? YES NO

(Under California law, you may exclude convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was completed and the case was dismissed)

If yes, explain: _____

2. Have you ever been convicted of a felony or misdemeanor offense in another State? YES NO

(Criminal convictions in another State may be considered in the evaluation of your application.)

If yes, explain: _____

3. If hired will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform Act of 1986? YES NO

4. Have you ever been released or discharged from employment or resigned to avoid such a release or discharge? YES NO

If yes, please provide date and circumstance(s): _____

5. Have you ever used any other name? YES NO

If yes, please list complete name(s) and dates of use: _____

Disclaimer and Signature

I hereby certify that all statements on this application are true and complete to the best of my knowledge and belief and I agree and understand that any omission or falsification of information herein, regardless of time or discovery, may be cause for termination. I understand that all information on this application is subject to verification and I consent to criminal background checks. I also consent to references, former employers and educational institutions, which I listed being contacted regarding this application. I further authorize John Paul the Great Catholic University to rely upon and use, as it sees fit, any information received from such contacts.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____