



# SHRINE OF OUR LADY OF GUADALUPE

## APPLICATION FOR EMPLOYMENT

### Personal Data

Name: \_\_\_\_\_  
Last First MI

Have you been known by another name? Y/N If so, please provide: \_\_\_\_\_

Phone: Home: ( ) \_\_\_\_\_ / Cell: ( ) \_\_\_\_\_ / E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Number / Street City State Zip

Person to be notified in case of accident/emergency: \_\_\_\_\_  
Name Address Phone

Relation to employee: \_\_\_\_\_

List any relatives who are employees at the Shrine: \_\_\_\_\_

Will you work: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Days \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends \_\_\_\_\_ Holidays \_\_\_\_\_

Date available for work: \_\_\_\_\_ Are you less than 18 years of age? Y/N

Were you previously employed by us? Y/N If so, position title and dates: \_\_\_\_\_

Are you legally eligible for employment in the United States? Y/N (Note: Proof of U.S. Citizenship or immigration status will be required if applicant is hired.)

How were you referred to the Shrine? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, please list. (Note: Convictions will not necessarily disqualify the applicant from employment.)

(please print)

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

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

**Employment History:** Beginning with most recent employment, list all present and past employment and indicate if you were employed under a different name. Attach additional sheets of information, if necessary.

List Company name, address, phone number, and person to whom you reported.	From Mo. / Yr.	To Mo. / Yr.	List position title and type of work performed.	Starting Hourly Wage	Ending Hourly Wage	Reason for Leaving
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**References:** Please list the names of three (3) individuals whom you have known for at least a year and who have some knowledge of your skills, professional competency and/or job performance.

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Telephone: \_\_\_\_\_

**READ CAREFULLY:** I understand that nothing contained in the application or the granting of an interview creates a contract between the Shrine of Our Lady of Guadalupe ("Shrine") and me for either employment or for the providing of any benefits. If I am employed by the Shrine, such employment is on an "at will" basis, which means with I or the Shrine can terminate the employment relationship at any time, with or without notice, and for any reason not prohibited by statute. If employed, I further agree to conform with all the rules and regulations of the Shrine as they may be created, amended, or abolished at the exclusive option of the Shrine.

The statements I have made in this application are correct to the best of my knowledge. I acknowledge that any misrepresentations or omissions of fact in this application may result in rejection of this application by the Shrine. I further understand that if I am employed, any false statements, material omissions or misrepresentations on this application may result in dismissal of my employment with the Shrine.

I hereby authorize the Shrine of Our Lady of Guadalupe to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment, which the Shrine may deem relevant to a decision as to whether to employ me. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by the Shrine to provide any relevant information concerning my current and/or previous employment and any other information relating to my suitability for employment. I release all persons, schools, or employers from any and all claims for providing such information.

I acknowledge that a part of the pre-employment process includes a controlled substance screen test upon receipt of a conditional offer of employment. I further

EDUCATION	Name of School	Course of Study	Circle Last Year Completed	Did you graduate?
High School			1 2 3 4	Yes No
College			1 2 3 4	Yes No
Other			1 2 3 4	Yes No
			1 2 3 4	Yes No

acknowledge that a verified positive of such controlled substance test will result in a withdrawal of said conditional offer of employment by the Shrine.

Date \_\_\_\_\_

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

**Return completed Application to:**

Shrine of Our Lady of Guadalupe  
P.O. Box 1237  
La Crosse, WI 54602-1237(608) 782-5440