



HUSTON CAMP AND CONFERENCE CENTER  
 Diocese of Olympia Inc.  
 P O Box 140, Gold Bar, WA 98251

**BACKGROUND & PERSONAL INFORMATION**

**INSTRUCTIONS: *please complete all of the questions, accurately and fully. Attach additional sheets if needed.***

Today's Date: \_\_\_\_\_  
 POSITION APPLIED FOR: \_\_\_\_\_

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone- home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address \_\_\_\_\_ Best time to contact you : \_\_\_\_\_

List your social networking sites and names/aliases under which you may be found: \_\_\_\_\_

Are you legally eligible to work in this country?  Yes  No  
 Note: If you are hired, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.

Have you ever been convicted of or pled guilty to or no contest to a crime other than a minor traffic violation?  Yes  No  
***If yes, please explain fully on a separate piece of paper.***

**EMPLOYMENT HISTORY**

Please complete for your current or most recent employer. Note all positions held, using separate paper as necessary.

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s), incl. area codes: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending \_\_\_\_/\_\_\_\_/\_\_\_\_ (mo/year)

Current or Final Salary: \$ \_\_\_\_\_  per week  per month  per year

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

Position(s) held:	From	To	Key duties

Most recent supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number \_\_\_\_\_ May we contact this person presently?  Yes  No

If no, when may we contact them? \_\_\_\_\_

**Please complete for your prior employers, covering the past ten years.**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s), incl. area codes: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending \_\_\_\_/\_\_\_\_/\_\_\_\_ (mo/year)

Current or Final Salary: \$ \_\_\_\_\_  per week  per month  per year

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

Position(s) held:	From	To	Key duties

Most recent supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number \_\_\_\_\_ May we contact this person?  Yes  No

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s), incl. area codes: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending \_\_\_\_/\_\_\_\_/\_\_\_\_ (mo/year)

Current or Final Salary: \$ \_\_\_\_\_  per week  per month  per year

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

Position(s) held:	From	To	Key duties

Most recent supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number \_\_\_\_\_ May we contact this person?  Yes  No

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s), incl. area codes: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending \_\_\_\_/\_\_\_\_/\_\_\_\_ (mo/year)

Current or Final Salary: \$ \_\_\_\_\_  per week  per month  per year

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

Position(s) held:	From	To	Key duties

Most recent supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number \_\_\_\_\_ May we contact this person?  Yes  No

**EDUCATION**

NAME OF SCHOOL	CITY, STATE	DID YOU GRADUATE?		DEGREE, MAJOR, OR CERTIFICATE EARNED
		Yes	No	
High School				
College				
Graduate				
Other: Please list				
Please describe other certificates, training or skills you'd like us to consider when reviewing your application.				

**REFERENCES**

List three references, who are not related to you, that we may contact in connection with your application for employment.

	Reference 1	Reference 2	Reference 3
Name			
Address			
City, State, Zip Code			
Day time phone			
Relationship to you			
Type of reference: personal, professional, other			
Years known			

**ACKNOWLEDGMENT, RELEASE AND SIGNATURE**

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or for my discharge, if I have already been hired.

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record or other qualification.

If hired, I agree to be bound by Diocese of Olympia Inc. bylaws and policies. I understand that these may be changed, withdrawn, added or interpreted at any time at the Diocese of Olympia’s sole discretion and without prior notice to me.

I also understand that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with our without prior notice at the option of the Diocese or myself.

Nothing contained in this application or in any pre-employment communication is intended to or creates a contract between myself and the Diocese of Olympia for either employment or the providing of any benefit.

I have read and understand the above provisions.

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

\_\_\_\_\_  
Date

**FOR DIOCESAN USE ONLY BELOW THIS LINE**

**INSTRUCTIONS:** Upon completion, initial and date each step in the application process

	Reference Forms		Phone Interview	Interview
Reference Contacted	Date Mailed	Date Received	(if applicable) Date	Date
Current/ Last Employer				
Prior employer #1				
Prior employer #2				
Reference #1				
Reference #2				
Reference #3				
High School				
College				
Graduate School				
Other References (list)				

**DISPOSITION OF APPLICATION:**

Hired – Date of Employment: \_\_\_\_\_

Not Hired

Reason:  More qualified candidate hired

Offer rejected

Signed by (name and title): \_\_\_\_\_

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