



**MISSION SAN JUAN CAPISTRANO**  
 26801 ORTEGA HWY  
 SAN JUAN CAPISTRANO, CA 92675  
 949-234-1300  
[recruitment@missionsjc.com](mailto:recruitment@missionsjc.com)  
[www.missionsjc.com](http://www.missionsjc.com)



**APPLICATION FOR EMPLOYMENT**  
**An Equal Opportunity Employer**

Position sought \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Indicate days you are available to work \_\_\_\_\_ Week Days \_\_\_\_\_ Saturdays \_\_\_\_\_ Sundays

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
                     Last                      First                      Middle

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

Telephone: \_\_\_\_\_  
                     Home    Cell

Are you eligible to be lawfully employed in the United States?    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
*(Proof of identity and eligibility to work in the United States will be required upon employment.)*

Have you ever worked for the Mission San Juan Capistrano or Diocese of Orange?    \_\_\_Yes \_\_\_No  
 If yes, list prior employment dates: \_\_\_\_\_

Are you related to anyone who works for Mission San Juan Capistrano?    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
 If yes, list name \_\_\_\_\_ Relationship \_\_\_\_\_

Were you ever discharged or forced to resign due to unsatisfactory service?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Are you able to perform the functions of this job as set forth in the job description, with or without reasonable accommodations?    \_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Have not reviewed job description

Are you proficient in a language other than English? If yes, please specify the languages you read, write, and speak fluently:

Read: \_\_\_\_\_ Write \_\_\_\_\_ Speak \_\_\_\_\_

EDUCATION: Please circle the highest grade or year completed 6 7 8 9 10 11 12 13 14 15 16 17 18 18+

Please list additional skills, training, certificates, licenses, or other information pertinent to this position:  
 \_\_\_\_\_  
 \_\_\_\_\_

EMPLOYMENT: Please provide enough information to allow for review and evaluation of your work experience and abilities. List the positions you have held starting with YOUR MOST RECENT JOB. Include relevant volunteer experience. If additional space is needed, attach additional pages. This section must be fully completed. **A resume may be attached, but will not be accepted in lieu of this section.**

|                          |    |                    |  |
|--------------------------|----|--------------------|--|
|                          |    |                    |  |
| From (month/year)        |    | Employer           |  |
| To (month/year)          |    | Address            |  |
| Title of Position        |    | Hours per Week     |  |
| Supervisor               |    | Supervisor Phone # |  |
| Reason for Leaving       |    |                    |  |
| Describe Work Performed: |    |                    |  |
|                          |    |                    |  |
| From (month/year)        |    | Employer           |  |
| To (month/year)          |    | Address            |  |
| Title of Position        |    | Hours per Week     |  |
| Supervisor               |    | Supervisor Phone # |  |
| Reason for Leaving       |    |                    |  |
| Describe Work Performed: |    |                    |  |
|                          |    |                    |  |
| From (month/year)        |    | Employer           |  |
| To (month/year)          |    | Address            |  |
| Title of Position        | \$ | Hours per Week     |  |
| Supervisor               |    | Supervisor Phone # |  |
| Reason for Leaving       |    |                    |  |
| Describe Work Performed: |    |                    |  |

May we contact all employers listed above?  Yes  No

If not, indicate exceptions: \_\_\_\_\_

**Applicants 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 as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) 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