

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

**APPLICATION FOR EMPLOYMENT**

**EMPLOYER NAME:** \_\_\_\_\_

**This application must be filled out completely and signed and dated by the applicant. Fill out all spaces with requested information or ENTER "n/a". The Employer is an Equal Opportunity Employer and does not unlawfully discriminate.**

**NAME:** \_\_\_\_\_

**Last** **First** **MI**

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**PHONE:** (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Home Work Cell

**POSITION** for which you are applying: \_\_\_\_\_

Full Time: \_\_\_\_ Part Time: \_\_\_\_ Temporary: \_\_\_\_ Date available for work: \_\_\_\_\_

**LANGUAGE** Please indicate your level of proficiency in English and Spanish.

	<b>English:</b>			<b>Spanish:</b>		
<b>Conversing:</b>	____ Excellent	____ Good	____ Poor	____ Excellent	____ Good	____ Poor
<b>Writing:</b>	____ Excellent	____ Good	____ Poor	____ Excellent	____ Good	____ Poor
<b>Reading:</b>	____ Excellent	____ Good	____ Poor	____ Excellent	____ Good	____ Poor

Please note other/additional languages spoken: \_\_\_\_\_

**EDUCATION**

**Circle highest Primary or Secondary grade completed: 1 2 3 4 5 6 7 8 9 10 11 12**

High School Diploma \_\_\_\_ Yes \_\_\_\_ No      GED Certificate \_\_\_\_ YES \_\_\_\_ NO

College or University Attended	Hours Completed	Graduated? Yes/No	Degree Received

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

**LICENSES / CERTIFICATIONS**

License or Certification	Date expires	Issuing authority	License number
Driver's License (State: _____ )			

Describe special training or skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MINISTERIAL CHARACTER**

Have you been baptized?  Yes  No If so, list name and address of the church where you were baptized:

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

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

Are you a practicing Roman Catholic in good standing?  Yes  No If so, list name and location of your parish:

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

If you are not a Roman Catholic, what is your religious affiliation (if any)?

\_\_\_\_\_

Do you feel called to ministry in this position?  Yes  No

**SAFE ENVIRONMENT**

To the best of your knowledge, have you ever been the subject of a complaint submitted through any diocese's safe environment/Ethics and Integrity in Ministry process, or any complaint involving allegations of child abuse, abuse of the elderly or a person with a disability, or any inappropriate sexual conduct?  Yes  No

If so, explain: \_\_\_\_\_

\_\_\_\_\_

**Attach additional pages if more space is needed.**

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

**EMPLOYMENT HISTORY**

**List all places where you have been employed during the last 10 years, starting with the most current and working back. Account for all periods of unemployment longer than 30 days.**

**Company Name:** \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_ May we Contact this Employer: Yes \_\_\_ No \_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Position Title: \_\_\_\_\_ Supervised others? Yes \_\_\_ No \_\_\_

Description of Duties: \_\_\_\_\_

Describe any disciplinary or performance problems: \_\_\_\_\_

Reason for leaving (or wanting to leave) this company: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_ May we Contact this Employer: Yes \_\_\_ No \_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Position Title: \_\_\_\_\_ Supervised others? Yes \_\_\_ No \_\_\_

Description of Duties: \_\_\_\_\_

Describe any disciplinary or performance problems: \_\_\_\_\_

Reason for leaving (or wanting to leave) this company: \_\_\_\_\_

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

**Company Name:** \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_ May we Contact this Employer: Yes \_\_\_ No \_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Position Title: \_\_\_\_\_ Supervised others? Yes \_\_\_ No \_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any disciplinary or performance problems: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving (or wanting to leave) this company: \_\_\_\_\_

\_\_\_\_\_

**Company Name:** \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_ May we Contact this Employer: Yes \_\_\_ No \_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Position Title: \_\_\_\_\_ Supervised others? Yes \_\_\_ No \_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any disciplinary or performance problems: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving (or wanting to leave) this company: \_\_\_\_\_

\_\_\_\_\_

**Attach additional pages if more space is needed.**

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

**REFERENCES**

Provide two (2) professional references that may be contacted to verify your qualifications.

Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Number Street City Zip Code State

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Number Street City Zip Code State

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE READ AND INDICATE YOUR UNDERSTANDING OF THE FOLLOWING STATEMENTS BY SIGNING THE SPACE PROVIDED BELOW.**

1. I certify that all information provided by me in connection with this application for employment, whether specifically listed on this document or provided by other means, is true and complete, and I understand that any misstatement, falsification, omission or concealment of any information may be grounds for refusal to hire or, if already hired, immediate termination of employment.
2. I understand that in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.
3. I give permission to the Employer to check with any law enforcement or criminal justice agencies for my criminal history or driving record.
4. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Employer to hire me.
5. I understand that any employment offered is for an indefinite duration. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.
6. I understand and accept the condition of employment that requires my professional and personal conduct to conform to the ethical and moral teachings of the Roman Catholic Church.
7. If I am hired, I understand that either the Employer or I may terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurance to the contrary.
8. I authorize any of the persons or organizations referenced in this application to provide any and all information concerning my previous employment, education or any other information they might have, whether personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information or from any use of this information.

**SIGNATURE:** No application for employment will be considered unless it has the original handwritten signature of the applicant on the signature line below.

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Signed