

ARCHDIOCESE OF GALVESTON-HOUSTON
Application for Employment

Date: _____

| | | | | | | |
|------------------------------|------------------|---------|--------|--------|---------------------|--|
| PERSONAL | PRINT NAME _____ | | | | SOCIAL SECURITY NO. | |
| | LAST | FIRST | MIDDLE | MAIDEN | - - | |
| | ADDRESS _____ | | | | | |
| | STREET | | | | | |
| CITY STATE ZIP TELEPHONE | | | | | | |
| IN CASE OF EMERGENCY, NOTIFY | | | | | | |
| NAME | | ADDRESS | | | TELEPHONE | |

| | | | | |
|--|---|--|----------------|--|
| JOB INTEREST | POSITION DESIRED | | REFERRED BY | |
| | DATE AVAILABLE | | SALARY DESIRED | |
| | LIST NAMES OF RELATIVES EMPLOYED BY DIOCESE/PARISH _____ | | | |
| | WERE YOU EVER EMPLOYED BY THE CATHOLIC CHURCH? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| | IF YES, WHERE AND WHEN? _____ | | | |
| HAVE YOU ANY PHYSICAL LIMITATIONS THAT PROHIBIT PERFORMANCE OF WORK FOR WHICH YOU ARE BEING CONSIDERED? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | |
| IF YES, PLEASE DESCRIBE: _____ | | | | |

| | | | | | |
|------------------|--------------------------|------|---------------|--|-------------------------|
| EDUCATION | HIGH SCHOOL | NAME | CITY/LOCATION | DEGREE/MAJOR | YEAR GRAD. CREDIT/HOURS |
| | COLLEGE | | | | |
| | OTHER | | | | |
| | FOREIGN LANGUAGE | | | FLUENCY IN SPEAKING <input type="checkbox"/> IN WRITING <input type="checkbox"/> | |
| | OTHER SPECIALIZED SKILLS | | | | |
| | HOBBIES | | | | |

| | | | | | | |
|-------------------|---|--|--|--|--|--|
| EXPERIENCE | STATE BRIEFLY ANY SPECIAL EXPERIENCE OR QUALIFICATIONS: | | | | | |
| | _____ | | | | | |
| | _____ | | | | | |
| | _____ | | | | | |

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 5 YEARS? YES NO IF YES, DESCRIBE:

| EMPLOYMENT HISTORY | | | | | | |
|--|--|---|--------------------------|--------------------|--------------------------|--|
| PLEASE LIST ALL EMPLOYMENT STARTING WITH PRESENT OR MOST RECENT EMPLOYER | | | | | | |
| ACCOUNT FOR ALL PERIODS, INCLUDING UNEMPLOYMENT | | | | | | |
| USE ADDITIONAL SHEET IF NECESSARY | | | | | | |
| DATES MONTH & YEAR | EMPLOYER'S NAME ADDRESS AND PHONE NO. | 1. JOB TITLE 2. DEPARTMENT 3. NAME OF SUPERVISOR | DESCRIBE MAJOR DUTIES | WAGES | REASON FOR LEAVING | |
| FROM | | | | STARTING \$ PER | | |
| TO | | | | FINAL \$ PER | | |
| FROM | | | | STARTING \$ PER | | |
| TO | | | | FINAL \$ PER | | |
| FROM | | | | STARTING \$ PER | | |
| TO | | | | FINAL \$ PER | | |

REFERENCES

| NAME | OFFICE & RESIDENTIAL PHONE NO. | OCCUPATION |
|------|--------------------------------|------------|
| | | |
| | | |
| | | |

Pre-Employment Understanding

I voluntarily give the Diocese the right to make a thorough investigation of my current and former employment and activities and release from all liability or responsibility all persons, companies or corporations supplying such information.

I agree that the entire contents of this application form, as well as the report of any such investigation, may be used by the Diocese for any administrative purpose.

I further understand that any false answers or statements made by me on this application or any supplement thereto, or in connection with the above mentioned investigation, will be sufficient grounds for immediate discharge.

I further understand that as a condition of employment I will be asked to complete and sign the necessary forms to comply with the Ethical Policies of the Diocese of Galveston-Houston.

Applicant's Signature _____ Date _____

The Diocese of Galveston-Houston is an Equal Opportunity Employer.

| INTERVIEW COMMENTS | INTERVIEW COMMENTS |
|---------------------|---------------------|
| | |
| | |
| | |
| BY _____ DATE _____ | BY _____ DATE _____ |
| REC.FOR HIRE | REC.FOR HIRE |
| POSITION | POSITION |

HIRED _____ POSITION _____ SALARY _____ DEPARTMENT _____