



Diocese of Oakland
Department of Human Resources

2121 Harrison Street Suite 100 • Oakland, Ca 94612
 (510) 893-4711 • Fax: (510) 763-8055

Diocesan Staff Application

► PERSONAL INFORMATION

First Name _____ Last Name _____ Middle _____

Birth Name _____

Street Address (Do not use PO Box) _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Email _____ Social Security # _____

Religion _____ Parish _____ Pastor _____

Do you have knowledge of Catholic doctrine? Yes No

Are you willing to work in accordance with Catholic doctrine? Yes No

Have you ever applied for employment with us? Yes No

If Yes: Month and Year _____ Location _____

Position Desired _____

Preference: Full-Time Part-Time

When will you be available for work? _____

How did you hear about the position? _____

Do you speak, read and/or write a language other than English? Yes No

Language _____ Fair Good Fluent

Geographic Preference (Check one or more)

So. Alameda Co. Central Alameda Co. Central Contra Costa Co. W. Contra Costa Co. E. Contra Costa Co.

EDUCATION AND PROFESSIONAL TRAINING

School	Name and Location of School	Course of Study	No. of Years Completed	Did you graduate?	Degree or Diploma
Graduate					
College					
Business/Trade /Technical					
High School					

EMPLOYMENT

Company Name: _____ **Phone:** _____

Address: _____

Employment Dates (*Month/Year*): From _____ To _____

Name of Supervisor: _____

Job Title (*State title and describe your work*): _____

Reason for Leaving: _____

Company Name: _____ **Phone:** _____

Address: _____

Employment Dates (*Month/Year*): From _____ To _____

Name of Supervisor: _____

Job Title (*State title and describe your work*): _____

Reason for Leaving: _____

Company Name: _____ **Phone:** _____

Address: _____

Employment Dates (*Month/Year*): From _____ To _____

Name of Supervisor: _____

Job Title (*State title and describe your work*): _____

Reason for Leaving: _____

Company Name: _____ **Phone:** _____

Address: _____

Employment Dates (*Month/Year*): From _____ To _____

Name of Supervisor: _____

Job Title (*State title and describe your work*): _____

Reason for Leaving: _____

EMPLOYERS

We will contact the employers you have listed.

Present Employer: _____ Reason: _____

Most Recent Past Employer: _____ Reason: _____

REFERENCES

Professional References: (at least 2)

Name	Professional Status	Address (City/State/Zip/Phone #)
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Character References: (at least 2)

Non Relatives - at least one Religious or Clergy person

Name	Professional Status	Address (City/State/Zip/Phone #)
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1. Have you ever failed or refused to fulfill an employment contract? Yes No

2. Have you ever, for any reason, been suspended, dismissed or asked to resign from a position? Yes No

3. Have you ever been convicted of any crime? Yes No

(Exclude convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was completed and the case was dismissed)

If yes, briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case:.

4. After you are hired, can you submit verification of your legal right to work in the United States?..... Yes No

**The Diocese of Oakland will not deny employment to any applicant solely because the person has been convicted of a crime. The Diocese of Oakland, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the position applied for.*

Please type or word process answers to the following questions on an additional sheet of paper.

1. Why do you wish to work for the Diocese of Oakland?
2. Describe at least one strength and one weakness you have in relation to the position you seek.
3. What contribution can you personally make as an employee of the Diocese of Oakland?

DIOCESAN STATEMENT OF NON-DISCRIMINATION

The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination of religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.

CERTIFICATION

I hereby certify that the information presented in this application form is true and complete. I understand that any false statements shall be sufficient cause for disqualification, or if hired, dismissal. I give my permission to contact references and employers listed herein.

It is my responsibility to request that the following documents be sent directly to the Diocese of Oakland, Department of Human Resources:

- Resume
- Official Transcript/Credential(s)
- References and/or Placement Files

I understand and acknowledge the following:

I authorize investigation of all statements contained in this application and any supporting documents. I authorize the Diocese of Oakland to secure information about my experience from former employers, educational institutions, government agencies, or any references I have provided, and for those parties or entities to provide information concerning my experience, and I hereby release all parties from any liability arising from such investigation.

This application and all subsequent documentation will be valid for a period of two (2) year after being received by the Department of Human Resources.

Signature _____

Date _____

OFFICE USE ONLY

Date
Received: _____
Salary
Placement: _____