



St. Timothy Catholic Church complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability or veteran status, or other categories protected by law. Because of its status as a religious entity, St. Timothy Catholic Church may consider the candidate's religious affiliation in its employment decisions consistent with state and federal law.

ST. TIMOTHY CATHOLIC CHURCH APPLICATION FOR EMPLOYMENT

Position applied for	Location	Application date
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How did you learn about the position?

Advertisement Relative Inquiry Other
 Bulletin Announcement Friend Website Describe _____

Last name	First name	Middle name
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Full address (street, city, state, zip)

How long have you lived here _____ If this location is less than five years, list previous addresses on a separate page.

Best telephone contact number(s)	E-mail address
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Best time & place to contact you	Date available for work	Desired salary
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Have you ever filled out an application with St. Timothy Catholic Church No Yes, date/position: _____

Have you ever been employed by St. Timothy or the Diocese of Phoenix? No Yes, date/position: _____

Do any of your relatives or friends work for St. Timothy Catholic Church or the Diocese of Phoenix? No Yes, name(s) & location: _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? No Yes
Proof of citizenship or immigration status will be required upon employment.

If you are under 18 years of age, can you provide required proof of your eligibility to work? No Yes

Do you have a valid AZ Driver's license, if this job requires it? No Yes Can you travel if this job requires it? No Yes

Are you a practicing Catholic in good standing with the Church? No Yes Parish where registered _____

Have you ever been convicted of a crime? No Yes, explain: _____

Are you currently awaiting trial, on probation or have any outstanding warrants? No Yes, explain: _____

NOTE: NO applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

EDUCATION

High School or GED	City	State	Did you graduate?	
College	City	State	Degree	Major
College	City	State	Degree	Major
Graduate School	City	State	Degree	Major
Trade School	City	State	Degree	Major
Other	City	State	Degree	Major

SKILLS

Office Equipment	Computer Software

ADDITIONAL SKILLS

Summarize special job-related skills, training, and qualifications

ACTIVITIES

*List professional, trade, business, or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.*

EMPLOYMENT HISTORY

Start with your present or last job. Include internships and military service.

Job Title	Company	Start date	End date	Duties
Street address	City	State	Zip	
Supervisor's Name	Starting salary	Reason for leaving		
Supervisor's Title & Dept	Ending Salary			
Supervisor's Phone	May we contact?			

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Supervisor's Name	Starting salary	Reason for leaving		
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Supervisor's Phone	May we contact?			

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE PIECE OF PAPER

REFERENCES

Name & Title	Street Address, City/State/Zip	Daytime Phone #	E-mail address
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Name & Title	Street Address, City/State/Zip	Daytime Phone #	E-mail address

<p>Did you receive a job description or other review of the job functions for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the job functions for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain on a separate piece of paper</p>

APPLICANT'S STATEMENT

I certify that all the information submitted by me on this application is true and complete, and I understand that any false information or omissions will lead to rejection of my application, or, if I am employed, discipline up to and including termination at the time such false information or omissions are discovered.

I authorize investigation of all statements contained in this application for employment, authorize St. Timothy Catholic Church and/or The Diocese of Phoenix to secure information about my background and experience with former employers, education institutions and any relevant agencies, and references and authorize those parties to provide information concerning my background and experience. I release St. Timothy Catholic Church and/or The Diocese of Phoenix and all parties providing information to them about my background and experience, from any liability whatsoever arising therefrom.

My signature below certifies that I understand that if I am extended an offer of employment by St. Timothy Catholic Church, my employment is contingent upon satisfactory completion of both initial and random background checks.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, my employment relationship with St. Timothy Catholic Church is "at will," which means that the Employee may resign at any time and St. Timothy Catholic Church may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized Official of any entity of The Diocese of Phoenix.

I further understand and agree that St. Timothy Catholic Church's acceptance of this application for employment does not obligate St. Timothy Catholic Church to offer me employment.

 Applicant's signature

 Date