



# Diocese of Birmingham in Alabama

Department of Human Resources  
P.O. Box 12047  
Birmingham, Alabama 35202

## Application for Employment Equal Opportunity Employer

### PLEASE READ BEFORE COMPLETING THIS APPLICATION

The Parish/School/Apostolate/Diocese of Birmingham in Alabama does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, sex, national origin, marital status, disability, age or veteran status. By law, church organizations are exempt from the provision prohibiting consideration of an individual's religious preferences in hiring or termination decisions. Additionally, in accordance with Canon Law, an individual's gender may be a determining factor for employment in the role of clergy or other pastoral positions. The Consideration for employment will include a full review of your qualifications for the position for which you are applying based upon the information in this application and any other relevant information furnished by you before the hiring decision is made. In all cases, an initial decision to offer employment will be conditioned upon a background check, and drug screen by a physician of our selection. Preference will be made in favor of practicing Roman Catholics in positions or classifications where it is important that employees be Roman Catholic for effective and proactive handling of religious activities. In no case can the employee be in conflict with the teachings of the Church.

Answer all questions. Do not respond with "See Resume". Applications remain in effect for a period of 90 days. Any candidate wishing to be considered for employment beyond this time must re-apply in writing.

### Personal Data

Name:	
(LAST): _____	(FIRST): _____ (MIDDLE): _____
Address:	
(STREET): _____	(CITY): _____ (STATE): _____ (ZIP): _____
Contact Information:	
HOME: _____	WORK: _____
CELL: _____	E-MAIL: _____

### Type of Work Desired

Position Applied for: _____
Identify your goals and the work environment you are looking for: _____ _____ _____
Acceptable Beginning Salary: _____

## General Information

- Are you available to work:  Full Time    Part Time    Temporary    Seasonal
  - Hours available: \_\_\_\_\_
  - On what date would you be available for work? \_\_\_\_\_
  - Can you furnish proof of your legal right for work?  Yes  No  
(Proof of citizenship or immigration status will be required upon employment, along with I-9 form.)
  - Are you under 18 years of age? If so, can you provide required proof of your eligibility to work?  Yes  No
  - Are you currently employed?    Yes  No
  - If offered the position, would you agree to a background check, and drug/alcohol screening at any time by a physician of our selection?    Yes  No
  - Have you previously applied for employment with the Parish/Diocese?  
If yes, give dates of employment and reason for leaving. From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason: \_\_\_\_\_
  - Other names used in prior employment: \_\_\_\_\_
  - How were you referred to the Parish/Diocese?
    - Employee
    - Advertisement
    - School/Parish/Diocese
    - Drop in
    - Agency
    - OtherName of referral source indicated above: \_\_\_\_\_
  - Have you ever pleaded guilty to, or been convicted of, a criminal offense?  Yes  No  
If yes, give date and circumstances \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (Conviction of a criminal offense does not automatically mean you will not be offered a job. What you are convicted of, the circumstances surrounding the conviction, and how long ago the conviction occurred are important considerations. Please provide all the facts.)
- Have you ever been involuntarily discharged from a position?  Yes  No  
If yes, give date and circumstances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Educational Data

	High School	Undergraduate College/University	Graduate/Professional	Other
School Name				
School Location				
Years Completed	9 - 10 - 11 - 12	1 - 2 - 3 - 4	1 - 2 - 3 - 4	
Diploma/Degree				
Major/Minor				
Grade Point Average				
Describe any academic honors you have received.				
Describe any specialized training, apprenticeships co-op, and skills.,				

- Are you presently in school?  Yes  No  
 If yes, give expected completion date: \_\_\_\_\_  
 List courses you are taking:

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## Special Skills

List applicable professional or technical licenses/certifications relative to your ability to perform the functions of the position for which you are applying:

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List awards, honorary positions or volunteer work relative to your ability to perform the functions of the position for which you are applying.

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List equipment, machinery or special skills relative to your ability to perform the functions of the position for which you are applying. Include your skill level and/or years of experience.

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## Military Data

Branch of Service: \_\_\_\_\_ Dates of Service: \_\_\_\_\_ to \_\_\_\_\_

## Employment Data

**Begin with present or most recent position. In listing dates, give month and year.** List all positions you have held beginning with your most recent. Include self-employment/volunteer work.

If presently employed, may we contact your current employer?  Yes  No

Employer:	Telephone Number:
Street Address: _____	
City: _____ State: _____ Zip: _____	
Job Title:	Supervisor:
Dates of Employment: _____ To _____	Hourly Rate/Salary: (Start) _____ (End) _____
Reason for Leaving:	
Work Performed:	

Note: If break between jobs, please explain: \_\_\_\_\_

Employer:	Telephone Number:
Street Address: _____	
City: _____ State: _____ Zip: _____	
Job Title:	Supervisor:
Dates of Employment: _____ To _____	Hourly Rate/Salary: (Start) _____ (End) _____
Reason for Leaving:	
Work Performed:	

Note: If break between jobs, please explain: \_\_\_\_\_

Employer:	Telephone Number:
Street Address: _____	
City: _____ State: _____ Zip: _____	
Job Title:	Supervisor:
Dates of Employment: _____ To _____	Hourly Rate/Salary: (Start) _____ (End) _____
Reason for Leaving:	
Work Performed:	

Note: If break between jobs, please explain: \_\_\_\_\_

**Personal References** (Not relatives or employers)

Name	Name
Address	Address
Telephone	Telephone
Position/Occupation	Position/Occupation
How Long Known	How Long Known

Name	Name
Address	Address
Telephone	Telephone
Position/Occupation	Position/Occupation
How Long Known	How Long Known

List below the name of relatives employed by the Diocese and their relationship to you.

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\*\*\*\*\* PLEASE READ CAREFULLY BEFORE SIGNING \*\*\*\*\*

I hereby certify that the information provided in this application is accurate to the best of my knowledge and subject to verification by the Diocese of Birmingham in Alabama (Diocese). I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide this organization (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment or termination of employment.

**I acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn at any time with or without cause and with or without prior notice at the option of the Diocese. However, I am also free to voluntarily terminate my employment at any time.**

I understand that, in the event I am employed by the Diocese, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by the Diocese at the discretion of the Diocese.

I specifically authorize you to make the inquiries and investigations of my employment and financial history, etc. which are described on the employment inquiry release, a copy of which is attached hereto as Exhibit A and agree to complete and sign a copy of the employment inquiry release contemporaneously with the signing of this application.

In the event of my employment, I will comply with all rules and regulations as set forth in the Diocesan Employee Handbook or other communication distributed to all employees.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

I have read the above statement and accept the same as a condition of my employment with the Diocese.

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Signature of Applicant

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Date

## Exhibit A

### EMPLOYMENT INQUIRY RELEASE

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and other state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or Premier InfoSource may make inquiries concerning employment history, including but not limited to my worker's compensation history, consumer credit history, education, professional licensing, criminal convictions and driving history. Furthermore, I understand that prospective employer and/or Premier InfoSource may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal convictions, military history, civil and other experiences, as well as claims involving me in the files of insurance companies.

I understand that information regarding my worker's compensation history is for the purpose of making certain that I am not hired for a position or assigned a job function that could aggravate a previous injury. I further understand that in compliance with the Americans With Disabilities Act, my workers compensation history will only be investigated by prospective employers and/or Premier InfoSource after a conditional offer of employment has been extended to me.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and scope of this investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or Premier InfoSource to furnish any or all of the above-mentioned information. In addition, I hereby release Premier InfoSource and prospective employer from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who in good faith, provide to prospective employer and/or Premier InfoSource the above-mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I shall allow a dually executed photocopy be an original authorization for this inquiry and purposes as determined necessary by the employer and/or Premier InfoSource.

NAME \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP \_\_\_\_\_

DRIVER'S LICENSE NO. \_\_\_\_\_ RACE \_\_\_\_\_ STATE \_\_\_\_\_ SEX \_\_\_\_\_

PROSPECTIVE EMPLOYER \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Date of Birth, Sex and Race are being requested only for the purpose of identification in obtaining accurate retrieval of records and will not be used for discrimination purposes.**