

Roman Catholic Diocese of Lexington, KY

Bring completed application to:
 Diocesan Schools Office
 Catholic Center
 1310 West Main Street, Lexington, KY 40508
 859-253-1993 (217)

APPLICATION FOR AT-WILL EMPLOYMENT

Except for certain positions where gender and religious affiliation is considered as a requirement of the job, we consider applicants for all positions without discrimination based on race, color, sex, religion, national origin, age, disability or any other legally protected class.

(PLEASE PRINT)

Position Applied for	Date of Application
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School Preference (*Check Preference(s)*):

Christ the King
 Good Shepherd
 Holy Family
 LCHS
 Mary Queen
 OLM
 Seton
 St. Agatha
 St. Francis
 St. Leo
 St. John
 St. Julian
 St. Mark
 St. Mary
 SPPS
 SPPS ECC

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Email		

If you are under 18 years of age? Yes No

Can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with the Roman Catholic Diocese of Lexington, KY before? Yes No

If Yes, give date _____

Have you ever been employed by the Roman Catholic Diocese of Lexington, KY before? Yes No

If Yes, give date _____

Are you currently employed? Yes No

May we contact your present Employer? Yes No

Proof of citizenship or immigration status will be required upon employment. Yes No

On what date would you be available to work? _____

Are you available to work: Full Time Part Time Shift Work Temporary Seasonal

Are you currently on "lay off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Do you have current and valid license/certificate for the job you are applying for? Yes No

Do you have a valid United States driver's license without pending charges? Yes No

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Have you ever been involuntarily terminated from a job? ___ Yes ___ No

If Yes, please explain _____

Have you been convicted of a crime or do you have pending charges? ___ Yes ___ No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				
Where job related, indicate any foreign languages you speak, read, and/or write				
	FLUENT	GOOD	FAIR	
SPEAK				
READ				
WRITE				
List current valid license(s), certificates, or degrees				
Describe any job-related training received in the United States military.				

Additional Information

<p>Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience.</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>State any additional information you feel may be helpful to us in considering your application.</p> <p>_____</p> <p>_____</p> <p>_____</p>

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

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude the name of organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status. Provide at least 10 years experience.

Employer:	Address:
Phone Number:	City, State, Zip
Job Title:	Reason for Leaving:
Employer:	Address:
Phone Number:	City, State, Zip
Job Title:	Reason for Leaving:
Employer:	Address:
Phone Number:	City, State, Zip
Job Title:	Reason for Leaving:
Employer:	Address:
Phone Number:	City, State, Zip
Job Title:	Reason for Leaving:

If you need additional space, please continue on a separate sheet of paper.

References - Provide business references which may include peers or supervisors

1. _____ (Name)	() _____ Phone #
_____ (Address)	
2. _____ (Name)	() _____ Phone #
_____ (Address)	

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Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I HEREBY UNDERSTAND AND ACKNOWLEDGE IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH THE ROMAN CATHOLIC DIOCESE OF LEXINGTON, KY WOULD BE OF AN "AT WILL" NATURE WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE ROMAN CATHOLIC DIOCESE OF LEXINGTON MAY DISCHARGE EMPLOYEE AT ANY TIME FOR ANY OR NO REASON. IT IS FURTHER UNDERSTOOD THAT THE "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT CONTRARY UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY YOU AND THE BISHOP OR SUPERINTENDENT OF SCHOOLS.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Roman Catholic Diocese of Lexington, KY.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER

DATE

Employed Yes No

Date of Employment _____

Hourly Rate/Job Title _____

Salary _____

Department _____

NAME AND TITLE _____ DATE _____

NOTES : _____

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Condition of Employment Policy Statements

Please read this section carefully and acknowledge your understanding by signing your name in the space below.

I certify that all of the statements made by me on this application for employment are true, correct, and complete to the best of my knowledge.

1. Consent to Conduct Background Investigation

As a condition, for the Roman Catholic Diocese of Lexington, KY consideration of this application, I give permission to Roman Catholic Diocese of Lexington, KY to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on this application, as well as, interviews with past employers. I further give permission to the Roman Catholic Diocese of Lexington, KY to conduct this investigation and to discuss the results of this investigation in connection with my application for employment.

2. Consent to Contact Past Employers

I give permission to the Roman Catholic Diocese of Lexington, KY to contact all employers listed in this application for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with the Roman Catholic Diocese of Lexington, KY, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of the Roman Catholic Diocese of Lexington, KY. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

3. Consent to Contact Government Agencies

I give permission to any agent, attorney or representative of the Roman Catholic Diocese of Lexington, KY to receive a copy of any information obtained in the file of any federal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I understand that the scope of this investigation will be limited to criminal and/or civil records that relate to my honesty, integrity and/or abilities.

4. Cooperation with Investigation

I agree to fully cooperate in Roman Catholic Diocese of Lexington, KY background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local government agency will not release reference information or criminal history information directly to the Roman Catholic Diocese of Lexington, KY, I agree to personally request such information to the extent permitted by law.

5. Falsification Statement

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may result in rejection of this application, or, if discovered after an offer of employment, in immediate dismissal.

6. Employment "At Will"

In consideration of my employment, I agree to conform to the rules and regulations of the Roman Catholic Diocese of Lexington, KY, and **MY EMPLOYMENT AND COMPENSATION IS "AT WILL " IN THAT THEY CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE ROMAN CATHOLIC DIOCESE OF LEXINGTON OR MYSELF.** I understand that no manager or representative of the Roman Catholic Diocese of Lexington, KY, other than the Bishop of the Diocese or the Superintendent of Schools for the Diocese, has authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by both me and the Bishop or Superintendent of Schools for the Roman Catholic Diocese of Lexington, KY.

Applicant's Signature: _____

Date _____

*****NOTE: Hiring process cannot be completed until the FBI background check has been received by the Superintendent of Schools.**