

APPLICATION FOR EMPLOYMENT

Please print all information and answer every question.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese of Pueblo such that it could embarrass the Church or give rise to scandal. The Diocese of Pueblo expects that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided, but some positions will require that the incumbent be an active Roman Catholic in good standing with the Church.

PERSONAL INFORMATION

Name _____ Date _____
LAST FIRST MIDDLE INITIAL

Address _____
STREET CITY STATE ZIP CODE

Social Security Number (optional) _____ Telephone Number(s) _____

Are you 18 years of age or older? _____ If hired, you may be required to submit proof of age.

When can you start? _____ How were you referred to us? _____

Have you worked here or applied here before? _____ If so, when? _____

For driving jobs only: Do you have a valid drivers license and proof of insurance? _____

Please enter Drivers License Number _____

Please explain any suspensions or revocations of your driver's license in the past seven years on a separate sheet of paper.

POSITION DESIRED

Position Title: _____

Circle One: FULL TIME PART TIME EITHER

EDUCATIONAL BACKGROUND

| | Name and Location | Degree or Diploma Obtained | Subject Area | Dates |
|-----------------------|-------------------|----------------------------|--------------|-------|
| High School or GED | | | | |
| Vocational Training | | | | |
| College or University | | | | |

EMPLOYMENT EXPERIENCE

List all of your current and previous positions (paid and unpaid) in chronological order starting with the most recent. Please complete this section and attach additional sheets as needed even if you submit a resume.

1. **Employed From** _____ **To** _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone # _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

Would you like to be notified before we contact your present employer? YES NO

2. **Employed From** _____ **To** _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone # _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

3. **Employed From** _____ **To** _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone # _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

4. **Employed From** _____ **To** _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone # _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

5. **Employed From** _____ **To** _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone # _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

REFERENCES

Give three or more references who can attest to your character, personality and work history. Do not include family members or supervisors listed on the previous page.

| Name and Position | Address | Telephone Number |
|-------------------|---------|------------------|
| | | |
| | | |
| | | |

Have you worked or attended school under any other name? _____

Are you Roman Catholic? _____ If so, of which parish are you a member? _____

OTHER QUESTIONS

1. Has anyone ever accused you of physical abuse, sexual abuse, or sexual harassment? _____ YES _____ NO

2. Has any employer ever counseled you, reprimanded you, disciplined you, or terminated your employment or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, sexual harassment by you, your unsafe driving record, your theft, or your mishandling of monies or company property? _____ YES _____ NO

If yes, give a short explanation of the allegations in the space below. Please indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time, including employer's name, address and telephone number. We will conduct an individualized assessment of its relevance to the position for which you are applying.

APPLICANT'S DECLARATION, AUTHORIZATION AND RELEASE

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize the Employer and its agents to verify any information related to my application or resume. I also authorize and direct individuals, schools, employers, and law enforcement or government officials to freely provide any information concerning my background, and hereby release any and all of them from any liability for doing so. If I am employed, I understand that I will be employed on an at-will basis for an indefinite period of time and that my employer may terminate my employment at any time and for any reason.

_____ *Date*

_____ *Print Name*

_____ *Signature*