



APPLICATION FOR EMPLOYMENT

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, marital status, or the presence of a non job-related medical condition or handicap. There may occasionally be positions vacant which require knowledge of the Catholic faith. In those circumstances, knowledge of the faith becomes a qualification, but it is not always necessary that the applicant be Catholic.

Position Applying for _____

Will this position involve any contact or work with minors? [] Yes [] No

Date Available for Employment _____ Minimum Acceptable Salary _____

NAME _____ Social Security No. _____

Mailing Address _____

City, State, Zip _____

Df]a Ufm7cbHUMNumber (_____) _____ 9a UJ`5XXfYgg`SSSSSSSSSSSSSSSS_____

Are you 18 or over? [] Yes [] No
Are you available for [] Full-time [] Part-time [] Temporary [] Weekends
[] Day [] Evening [] Mon - Fri
Do you have a valid driver's license? [] Yes [] No
Do you have transportation at your disposal? [] Yes [] No
Have you ever been accused of, or has a civil or criminal complaint ever been filed against you, alleging sexual abuse, other physical abuse, or neglect of a minor by you? [] Yes [] No
Have you ever been convicted of a felony? [] Yes [] No
How did you hear about this position? _____
Have you ever worked for the Diocese before? [] Yes [] No
If yes, where, when, and in what capacity? _____

EDUCATION

Highest grade completed: _____
Do you have a high school diploma? [] Yes [] No Name of High School _____
General Equivalency Diploma? [] Yes [] No Location _____

College/University
Name _____ Dates attended _____ to _____
Location _____ Degree _____ Major _____

Graduate School
Name _____ Dates attended _____ to _____
Location _____ Degree _____ Major _____

OTHER SCHOOLS ATTENDED (business, trade, military)
Name _____ Dates attended _____ to _____
Location _____ Did you complete the course of study? [] Yes [] No
If yes, license or certificate received _____

BUSINESS SKILLS

Can you type? [] Yes [] No WPM _____ Word Processing? [] Yes [] No
Computer applications used _____
Other business skills (Please specify) _____

BUSINESS/COMMUNITY ORGANIZATIONS (include only those which might relate to your position)

DO YOU HAVE ANY RELATIVE(S) EMPLOYED BY THE DIOCESE? Yes No

If yes, please list their name(s), relationship to you, and their position with the Diocese

WORK EXPERIENCE (List present and past employment beginning with your most recent employment. If additional space is needed, please use another sheet of paper and attach.)

EMPLOYER NAME, ADDRESS and PHONE NUMBER	Position	Duties
	From (date)	
	To (date)	
	Salary	
Reason for Leaving		
Supervisor		
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYER NAME, ADDRESS and PHONE NUMBER	Position	Duties
	From (date)	
	To (date)	
	Salary	
Reason for Leaving		
Supervisor		

EMPLOYER NAME, ADDRESS and PHONE NUMBER	Position	Duties
	From (date)	
	To (date)	
	Salary	
Reason for Leaving		
Supervisor		

REFERENCES: PERSONAL AND PROFESSIONAL (do not include relatives)

NAME	ADDRESS	PHONE NUMBER

THE FOLLOWING IS AN IMPORTANT PART OF THE APPLICATION AND SHOULD BE READ CAREFULLY

I understand that if employed by the Diocese of Lafayette Central Office, my acceptance of employment does not constitute an employment contract and no agreement to the contrary (written, stated, or implied) will be recognized unless entered into with the Moderator for Stewardship of the Diocese. I understand that my employment with the Diocese shall depend on satisfactory replies from my references and former employers. I also understand that if my job/ministry involves contact with minors, I must undergo a criminal background check as a condition for employment. I agree to abide by the rules, policies, and codes of professional conduct of the Diocese and that while the Diocese may have in effect certain personnel procedures and practices, neither the existence of the procedures and practices, nor the Diocese's use or failure to use them, creates any obligation between the Diocese and myself. I understand that my employment is for no definite period and may be terminated with or without notice, at any time, for any reason, or no reason, by the Diocese or by myself. I further understand that hours of work will be flexible when deemed necessary by the Diocese.

I authorize the Diocese to verify any statements made by me on the application and any other Diocesan form(s) completed by me. I authorize all persons having knowledge of myself or my records to release such information to the Diocese. I release these companies and persons and the Diocese from any and all liability or claims that may arise by such disclosures or investigations.

I certify that the statements made by me on this application are true, complete, and correct and it is further understood that should any falsification be discovered, it will constitute grounds for non-acceptance or for dismissal.

Applicant's Signature

Date