Employment Application Form

Diocesan Hiring Entity:_____

Applicant Name:_____Date:_____

IMPORTANT NOTICE: If you need assistance in completing this application, please contact the Human Resources Department of the Diocese of Owensboro (270-683-1545.) Applicants should be extremely careful as they complete this application.

The Diocese of Owensboro and its hiring entities recruit, hire and promote on the basis of merit, competence and qualifications without discrimination with regard to race, national origin, ancestry, citizenship, color, sex, age, and disability, marital, veteran or other protected status.

General Instructions:

This application form is to be filled out completely, in order to be considered for possible employment. If an item does not apply, respond by using "NA". For all sections, if more space is needed for your response, please attach additional sheets.

NOTE: All applicants will be required to furnish proof of identity and legal work authorization to be considered for employment.

SECTION I -- PERSONAL DATA	
Name (Last, First, Middle) please print	**Social Security #**
Home Address (Street, City, State, Zip)	**Home Phone**
Work Address (Street, City, State, Zip)	**Work Phone**
E-mail address	**Cell Phone**
❑ New Applicant	
❑ Presently employed within the Diocese of Owensboro, at	
❑ Previously employed within the Diocese of Owensboro, at	
From To Position	Are you willing to be a sub? Yes_____ No____
Have you filled out an application here before? ❑ Yes ❑ No If yes, give date(s):	
Position Applying For: **Parish:_____**	**Date Available:_____**

Have you ever been convicted of a crime in the last 7 years? Yes___ No___. If yes, was it a felony_____ or a misdemeanor___.

Please list any convictions that are a matter of public record. (Arrests are not convictions) A conviction will not necessarily disqualify you from employment.

_____

SECTION II -- WORK EXPERIENCE

List all jobs, beginning with the most recent position.

Employer Name Address, Telephone & Fax Nos.	*Dates Employed Month/Year*	*Supervisor's Name Phone Number*	*Reason for Leaving*
	From		
	To		
	From		
	To		
	From **To**		
	From		
	To		
	From		
	To		
	From		
	To		

Annual Salary in most recent position $_____ Salary desired $_____
Can we contact your current employer? Yes____ No_____. Do you have any relatives employed by the Diocese? Yes___ No__

SECTION III -- EDUCATION AND SKILLS

Level of Education	*School Name/Address*	*Years Completed*	*Major or Courses*	*Diploma or Degree*
High School				
College				
Graduate School				
Professional/ Trade				

Please describe any other specialized training, knowledge, experience, skills (include bilingual ability, computer skills, etc.), abilities, licenses, certificates or credentials which you feel add to your qualifications for the position sought with us.

_____

Do you have any physical conditions which may limit your ability to perform the job for which you are applying? Yes_____ No_____

If Yes, please describe how you can perform the job:

SECTION IV -- REFERENCES

Give at least three current professional references, including your present employers, who have first-hand knowledge of your character, personality and work ability. Please do not include family members or friends as references.

Name	***Address with Zip Code***	***Telephone with Area Code***	***Position***

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, without prior notice for any reason. This "employment at will" policy cannot be changed unless the change is specifically authorized in writing. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that certain positions may require the knowledge of or the practice of the Catholic Faith. If this is a requirement, I will be told prior to employment.

I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including termination.

I understand (and authorize) that the employer may thoroughly investigate my work and person history and verify all data given on this application, on related papers, an in interview. I authorize all individuals, schools, licensure boards, agencies, and companies named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information. I understand that any employment or offer of employment is dependent on the results of a background check.

I understand that filling out this form does not indicate there is a position open and does not obligate the Diocese of Owensboro to hire me.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

_____ _____

Date ***Signature***

HR 03/2013