

EMPLOYMENT APPLICATION

It is the purpose of the Roman Catholic Diocese of Stockton, its parishes, schools and other institutions, to continue the mission and ministry of the Roman Catholic Church. All those who associate themselves with us, whether as employees or as volunteers, commit themselves to the following principles:

- ❖ *To respect the dignity of each person made in God's image and likeness;*
- ❖ *To maintain standards of professional and personal conduct which reflects the values, principles and teachings of the Catholic Church;*
- ❖ *To contribute by personal example to a Christian work environment;*
- ❖ *To support the mission of the Roman Catholic Church and the Roman Catholic Diocese of Stockton.*

PLEASE PRINT

Date of Application _____

Position Applied for _____

Name _____

Business Telephone () _____ Home Telephone () _____

Address _____

City, State, Zip Code _____

E-mail _____

Name known by (if different than present name) _____

If the position requires membership in a Catholic Parish, please identify your parish

How did you hear about this position? _____

(E.g. newspaper/parish bulletin/friend etc.)

EDUCATION:

School	Name & Address	No. of years completed	Did you graduate?	Degree or Diploma
High School				
College/ University MAJOR:				
College/ University MAJOR:				
Vocational/ Business MAJOR:				
Other				

1. Have you ever been employed by the Catholic Church? Yes ___ No ___
If yes, when and where? _____
2. Are you at least 18 years old? Yes ___ No ___
3. If hired, can you present proof of your legal right to live and work in the United States?
Yes ___ No ___
4. Are you able to perform the essential functions of the job for which you are applying either with or without reasonable accommodations? Yes ___ No ___
If no, describe the functions that cannot be performed. _____

(Note: We comply with the ADA and consider reasonable accommodations measures that may be necessary for employees to perform essential functions).

EMPLOYMENT HISTORY (Begin with current or most recent employment)

Name of Employer _____
Address _____ City: _____
Type of Business _____ Job Title: _____
Telephone No. (____) _____ Your Supervisor's Name _____
Major Responsibilities _____

Dates of Employment: From: _____ To: _____
Status: Full-time paid _____ Part-time paid _____ Volunteer _____
Reason for leaving: _____
May we contact this employer for a reference? Yes ___ No ___

Name of Employer _____
Address _____ City: _____
Type of Business _____ Job Title: _____
Telephone No. (____) _____ Your Supervisor's Name _____
Major Responsibilities _____

Dates of Employment: From: _____ To: _____
Status: Full-time paid _____ Part-time paid _____ Volunteer _____
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Address _____
Type of Business _____ Job Title: _____
Telephone No. () _____ Your Supervisor's Name _____
Major Responsibilities _____

Dates of Employment: From: _____ To: _____
Status: Full-time paid _____ Part-time paid _____ Volunteer _____
Reason for leaving: _____
May we contact this employer for a reference? Yes ___ No ___

PROFESSIONAL REFERENCES:

List two persons, other than a supervisor and someone related to you, who have knowledge of your work abilities within the last five years.

Name _____
Address _____ City: _____
Occupation _____
Daytime Telephone () _____ Years known _____

Name _____
Address _____ City: _____
Occupation _____
Daytime Telephone () _____ Years known _____

Please read carefully and sign below.

I certify that I have not knowingly withheld any information that might affect my employment. I understand that, if I am hired, any false or misleading information provided in my application or interview(s) may result in termination.

I authorize the Roman Catholic Bishop of Stockton, or his delegate, to investigate my references, work record, education and other matters related to my suitability for employment. I release the Diocese of Stockton, my former employers, and all other persons, from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

If hired, I agree to submit fingerprint cards for a Criminal Record Summary if my position will have contact with children under the age of 18.

I understand that, if hired, my employment is "at will." This means my employment is for no definite period of time. My employer can terminate me at any time, with or without cause or prior notice.

Applicant's Signature

Date