

**PASTORAL STAFF POSITION
EMPLOYMENT APPLICATION**

General Instructions: Fill in all blanks. If an item does not apply, use "NA."

SECTION 1: PERSONAL DATA

| | | |
|-----------|-------|--------|
| Last Name | First | Middle |
|-----------|-------|--------|

| | |
|--|-----------|
| Home Address of Applicant (Street, City, State, Zip) | Telephone |
|--|-----------|

| | |
|--|-----------|
| Work Address of Applicant (Street, City, State, Zip) | Telephone |
|--|-----------|

Position applied for _____ **Date of application** _____

Social Security # _____

Are you at least 18 years old? Yes ___ No ___

SECTION 2: EDUCATIONAL BACKGROUND

| School | City/State | Years Attended | Degree |
|--------|------------|----------------|--------|
| | | | |
| | | | |
| | | | |

College Major _____ College Minor _____

Graduate Degree Major _____

Workshops, Seminars, Certification, etc. in which you participated in recent years:

| Program | Place | Sponsor | Date |
|---------|-------|---------|------|
| | | | |
| | | | |
| | | | |
| | | | |

Do you have computer skills? ___ Yes ___ No. Are you willing to take computer classes if necessary? ___ Yes ___ No

(APPLICATION FORM - CONTINUED)

SECTION 3: WORK EXPERIENCE

1. **PRESENT EMPLOYMENT:** _____

Specify type of position _____

2. **PREVIOUS EXPERIENCE:** List positions, starting with most recent experience.

| Employer | Nature of Experience | Dates (from-to) |
|----------|----------------------|-----------------|
|----------|----------------------|-----------------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SECTION 4: PERSONAL

Please state briefly the reason for your interest in this position.

State special qualities/qualifications you have for the position (other than educational background).

(APPLICATION FORM - CONTINUED)

Have you any conditions preventing you from performing certain types of activities relating to this job description? Yes _____ No _____

If yes, please explain. _____

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? Yes ___ No ___ If yes, please explain. _____

Have you been convicted of a felony or been released from incarceration for a felony within the last 10 years? Yes ___ No ___ If yes, please explain: (Please note that an affirmative response to the above question will not necessarily bar you from employment.) _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of employment eligibility will be required upon employment.) Yes ___ No ___ If yes, please explain. _____

If the position you are applying for requires membership in a Catholic parish or faith community (as indicated in the minimum requirements for the position), please identify your parish/community: _____

How have you been involved in this parish? _____

How did you hear of this opening? _____
(list specific newspaper, internet site, etc.)

SECTION 5: REFERENCES

Give the name, address and telephone number of three references whom we may contact concerning your qualifications for ministry who are not related to you and are not previous supervisors.

| Name | Address | Phone |
|-------|---------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

How soon would you be available for the position? _____

How long would you be available to stay in the position? _____

Reason for leaving your present employment: _____

SECTION 6: STATEMENT OF NON-DISCRIMINATION

Applicants shall be employed without regard to race, color, sex, ethnic, or national origin.

(APPLICATION FORM - CONTINUED)

SECTION 7: CERTIFICATION

I hereby certify that the information presented in this application form is true and complete. I understand that any false statements will be sufficient cause for disqualification or, if hired, dismissal. My permission is given for contact to be made with references and employers listed herein.

Date

Signature