

Diocese of Lake Charles

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 _____

Date Available for Employment _____ Minimum Acceptable Salary _____

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

Name _____ Social Security No. _____ - _____ - _____

Street Address _____ City, State, Zip _____

Home Phone Number (____) _____ Work Phone Number (____) _____

Are you 18 or over? Yes _____ No _____

Are you available for Full-time _____ Part-time _____ Temporary _____

Day _____ Evening _____ Weekends _____

Do you have a valid driver's license? Yes _____ No _____

Do you have transportation at your disposal? Yes _____ No _____

Has your driver's license ever been suspended or revoked? Yes _____ No _____

Do you use illegal drugs? Yes _____ No _____

Have you ever been accused of, or has a civil or criminal complaint ever been filed against you, alleging sexual abuse, or neglect of a minor? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

If yes, please give details: _____

Have you ever worked in a Church parish before? Yes _____ No _____

If yes, where, when, and in what capacity? _____

EDUCATION

Highest grade completed: _____ High School Diploma _____ General Equivalency Diploma _____

Name of High School _____

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: _____

Business skills (Please specify)

BUSINESS/COMMUNITY ORGANIZATIONS WITH WHICH YOU ARE AFFILIATED (only those related to your position): _____

Do you have any relatives employed by the parish? Yes ___ No ___

If yes, please list their name(s), relationship, and their position with the Parish. _____

WORK EXPERIENCE

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

Employer Name, Address, and Phone Number	Position	Duties
	From	
	To	
	Salary	
Reason for Leaving		
Supervisor		

May we contact your current employer? Yes ___ No ___

Employer Name, Address, and Phone Number	Position	Duties
	From	
	To	
	Salary	
Reason for Leaving		
Supervisor		

May we contact your previous employer? Yes _____ No _____

REFERENCES: Personal and Professional

Please provide three personal references, all of whom have knowledge of your character and professional skills in the spaces below. 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 church parish 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 pastor. I understand that my employment shall depend on satisfactory replies from my references and current and former employers. I understand that the information I have provided shall be verified by contacting any person or organization that may have information concerning me. I also understand that if my responsibilities/ministry involves contact with minors, I must undergo a criminal background check. I agree to abide by the rules, and policies of the Diocese of Lake Charles and the church parish and while the parish may have in effect certain personnel procedures and practices, neither the existence of the procedures and practices, nor the parish's use or failure to use them, creates any obligation between the parish and myself. I understand that my services are for no definite period and may be terminated with or without notice, at any time, for any reason, or no reason, by the pastor or myself. I further understand that the hours of service will be flexible as deemed necessary by the pastor.

I authorize the Diocese of Lake Charles and/or the church parish to verify any statements made by me on this application and on any other form(s) completed by me. I authorize all persons having knowledge of me or my records to release such information to the parish and/or diocese. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the Diocese of Lake Charles, the church parish and the officers, employees, and volunteers thereof, from any and all liability or claims that may arise from 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

DIOCESE OF LAKE CHARLES

FORM 2, CERTIFICATION OF REQUIRED REFERENCE CHECKS

FOR NEW EMPLOYEES

(Please print)

APPLICANT'S NAME: _____

POSITION APPLYING FOR: _____

Will this position require contact or work with minors? ___ Yes ___ No

I hereby certify that I have conducted the diocesan required reference checks on the above-named applicant with the two most current former employers, and at least two personal references as indicated on employment application. All references indicated that there are no impediments or reservations to hiring this applicant.

Supervisor's Signature: _____

Date: _____

NOTE: This signed certificate form shall be kept in the employee's personnel file.