

TOTUS TUUS of OKLAHOMA
SUMMER CATECHETICAL PROGRAM
Returning Team Member Application
(Due March 15, 2023)

The Roman Catholic Diocese of Tulsa and Eastern Oklahoma ("Diocese") proclaims in word and deed the saving message of Jesus Christ and His Church that all may know, love, and serve Him. The Diocese is committed to equal employment opportunity. The Diocese strives to ensure equal employment opportunities and will make no decisions based upon any factor or status prohibited by federal, state or local law; however, as permitted by Title VII of the 1964 Civil Rights Act and any other applicable federal, state, or local law, the Diocese may prefer Catholic applicants for certain positions within the organization.

The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants. Applicants with disabilities may be entitled to reasonable accommodation. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on the Diocese. Please inform Human Resources if you need an accommodation to complete the application process or otherwise participate in the hiring process.

This application ("Application") is for employment with **Totus Tuus of Oklahoma summer program, a ministry of the Diocese**, a corporation sole, under the Bishop of the Diocese.

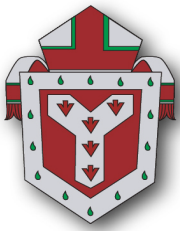
Qualified applicants are eighteen (18) years of age or older (prior to May 23, 2023), high school graduate and active in the Catholic faith. Each question must be fully and accurately answered. No action will be taken on this Application until all questions have been answered, the application has been signed and the application has been submitted to the Diocese.

APPLICANT INFORMATION (Please Print)			
Last Name	First	M.I.	
Street Address		Date of Birth	
City	State	ZIP	
Home Phone	Cell Phone		
E-mail			
(Arch)Diocese		Parish	
Are you authorized to lawfully work in the US?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you require sponsorship (i.e. H-1B) in order to be employed? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the Diocese or an entity related to the Diocese?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when and the reason for leaving?
Have you ever been convicted of a felony?*	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:

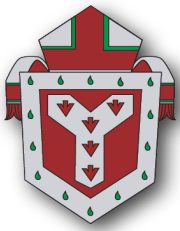
**Do not disclose any convictions that have been sealed or expunged, including juvenile records. Disclosure of criminal history will not automatically disqualify you from consideration. Each case will be judged on its own merits based on the job-relatedness, nature, and severity of the conviction and how long ago it occurred in compliance with the Policies & Procedures for the Protection of Children & Young People of the Diocese.*

To verify information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? Yes No
If yes, specify name. _____

SCHOOL NAME	LOCATION: CITY & STATE	YEARS ATTENDED	GRADUATION DATE (MO/YR)	DEGREE/CERTIFICATE (I.E. BS, BA, ETC.) & FIELD(S) OF STUDY
High School				N/A
College				
Graduate School				
Seminary				



PREVIOUS EMPLOYMENT (PLEASE INCLUDE MONTH, DAY, AND YEAR)	
Company	Phone ()
Address	Supervisor
Duties	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone ()
Address	Supervisor
Duties	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
ESSAY	
1. Please complete the following sentence. I am reapplying to Totus Tuus at this time in my life because....	
2. How have you grown in the last year, intellectually, spiritually and/or pastorally? Be sure to mention any apostolate or volunteer work that you participated in throughout the year.	
3. Tell me about your experience teaching Totus Tuus. What are you most proud of? What was your greatest challenge?	
4. Seminarians only. List and explain all of your pastoral assignments.	



21. Using the scale below, please rate (1-5) yourself in the following:

Almost Always 1	Frequently 2	Sometimes 3	Rarely 4	Never 5
_____ determination		_____ procrastination		_____ loneliness
_____ dependability		_____ fault finding		_____ fatigue
_____ punctuality		_____ assertiveness		_____ fear
_____ opinionated		_____ happiness/joy		_____ self-confidence
_____ moodiness		_____ self-control		_____ friendliness

From the above list, please elaborate on two strengths and two areas of needed improvement.

MUSIC & LANGUAGE (PLEASE FILL IN THE AREAS THAT APPLY)

8. What Instruments do you play?	# of Years	Skill Level (Beginner, Intermediate, Advanced)

Please describe any experience you have in playing for liturgy and/or youth ministry events.

9. Do you speak Spanish?	# of Years	Skill Level (Beginner, Intermediate, Advanced)
YES <input type="checkbox"/>		
NO <input type="checkbox"/>		

Would you consider yourself fluent?

SAFE ENVIRONMENT

Have you completed a VIRTUS "Protecting God's Children Training" Session for Adults? If so, please provide the following information:

Date	Diocese
Parish/School	City, State

APPLICANT ACKNOWLEDGMENTS, AUTHORIZATIONS AND AGREEMENTS

I, the undersigned, understand and agree that this Application does not constitute an offer of employment or an employment contract. I acknowledge that, if subsequently employed, the nature of my employment cannot be altered or modified except by a written agreement signed by the Chancellor of the Diocese. I acknowledge that an offer of employment will be conditioned upon satisfactory proof of my authorization to work in the United States and that my failure to supply such proof in a timely manner will result in termination of my employment without regard for citizenship, national origin, or ancestry.



DIOCESE of TULSA
and Eastern Oklahoma

12300 E. 91st St. So., Broken Arrow, OK 74012
P.O. Box 690240, Tulsa, OK 74169-0240

I, the undersigned Applicant, certify that this application was completed by me and that, to the best of my knowledge, all entries on it and information in it are true and complete without any material omissions of any kind whatsoever. I agree that my Application for employment may be rejected, my candidacy for employment disqualified, or my subsequent employment terminated because of false or misleading answers or statements or because of any material omissions of fact made by me in this Application or at any time during the selection process.

Applicant Name (Print)

Applicant Signature

Date

Totus Tuus exists in several dioceses throughout the United States. Applicants, it is **your** obligation to submit your application for consideration of employment to:

Diocese of Tulsa
ATTN: Sky Creed
PO Box 690240
Tulsa, OK 74169
(918) 307-4907
sky.creed@dioceseoftulsa.org

Revised
August 4, 2022
St. Athanasius