

## 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 \_\_\_\_\_

Name known by (if different then 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).
5. What is your salary expectation for this position? \_\_\_\_\_

**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 \_\_\_\_\_  
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 \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact this employer for a reference? Yes \_\_\_ No \_\_\_

**Name of Employer** \_\_\_\_\_  
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