

CATHOLIC DIOCESE OF FORT WORTH

APPLICATION FOR EMPLOYMENT SERVICE
(Please Answer All Questions Completely)

The Parish/Diocese does not discriminate in the recruitment, hiring and conditions of employment on the basis of race, color, national origin, marital status, disability, age or veteran status. The Diocese of Fort Worth does reserve the right and in accordance with both Federal and Canon Law to consider religion and gender for some employment positions including clergy and other pastoral positions. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required of the position for which you are applying.

Personal Data

Name: _____ Date: _____
(Last) (First) (Middle)

Maiden Name: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: Home: _____ Work: _____

E-mail: _____

Parish Affiliation: _____

Are you authorized to work in the United States? YES NO
If you are hired, you will be required to furnish proof of your employment eligibility.

General Information

For what position are you applying? _____ Full Time Part Time Temporary

What interests you about the position for which you are applying? _____

When would you be available to begin work? _____ Salary requirement? _____

Have you previously worked for the Diocese/Parish? _____

When and Where? : _____

How did you find out about this position? _____

Have you ever pleaded guilty to, or been convicted of, a criminal offense? YES NO

If yes, please give dates and circumstances _____

A conviction does not automatically mean you will not be offered a job. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Please give all the facts so we can make an informed decision

Employment History

Current or last employer _____ Employed from _____ to _____

Salary(monthly) at start _____ finish _____

Street Address _____

City _____ State _____ Zip _____ Telephone _____ / _____

Name and title of
Immediate supervisor _____ Your title _____

Description of duties _____

Reason(s) for terminating, or considering a change _____

May we contact this employer while we are considering your application? Yes No

Current or last employer _____ Employed from _____ to _____

Salary(monthly) at start _____ finish _____

Street Address _____

City _____ State _____ Zip _____ Telephone _____ / _____

Name and title of
Immediate supervisor _____ Your title _____

Description of duties _____

Reason(s) for terminating, or considering a change _____

May we contact this employer while we are considering your application? Yes No

Current or last employer _____ Employed from _____ to _____

Salary(monthly) at start _____ finish _____

Street Address _____

City _____ State _____ Zip _____ Telephone _____ / _____

Name and title of
Immediate supervisor _____ Your title _____

Description of duties _____

Reason(s) for terminating, or considering a change _____

May we contact this employer while we are considering your application? Yes No

Current or last employer _____ Employed from _____ to _____

Salary(monthly) at start _____ finish _____

Street Address _____

City _____ State _____ Zip _____ Telephone _____ / _____

Name and title of Immediate supervisor _____ Your title _____

Description of duties _____

Reason(s) for terminating, or considering a change _____

May we contact this employer while we are considering your application? Yes No

Special Skills

List applicable professional or technical licenses/certifications relative to your ability to perform the functions of the position for which you are applying _____

List awards, honorary positions or volunteer work relative to your ability to perform the functions of the position for which you are applying _____

List equipment, machinery or special skills relative to your ability to perform the functions of the position for which you are applying. Include your skill level and/or years of experience _____

Education History

Dates (Start with most recent)	School Name and address (City, State, Zip)	Type of School	Name of Program or Degree	Program Completed?
Leave blank		High School		
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				

Volunteer Experience

Please list your volunteer experiences with other churches, civic or non-profit organizations (use back if needed.)

Organization	Duties	Dates	Contact	Phone

References

Reference Name	Address (City, State, Zip)	Daytime Phone	How long have you known this person?	Has this person agreed to provide a reference?
Professional/Civic				
Professional/Civic				
Personal				
Personal				
Family member				

Please initial each of the statements below:

_____ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my ministry involvement.

_____ I hereby authorize the Diocese of Fort Worth to conduct a personal and professional background check for the purposes of my application at the Diocese/Parish. I authorize all individuals, schools, churches, youth organizations, agencies where I have volunteered, and firms named therein, except my current employer if so noted, to provide any information requested about me. I hereby release all of the above stated persons from any and all liability for damages that might occur during the Diocese/Parish's contact with the individuals for purposes of employment or volunteer services.

_____ I also hereby give complete permission for the Diocese/Parish to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment or volunteer services.

_____ I authorize the Diocese/Parish to conduct a credit check if I will be handling church money.

_____ I agree to observe all Diocese/Parish guidelines and polices for the program in which I am applying.

_____ I understand that the Diocese/Parish has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Diocese/Parish cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ I understand that I can withdraw from the application process at any time.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial of the application to provide employment and or volunteer services and that refusal to inform Diocese/Parish of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ My signature indicates that I have read and understand the above. **Do not sign until you have read and initialed the above statements.**

Applicant Signature: _____

Date: ____/____/____