

DIOCESE OF VENICE APPLICATION FOR EMPLOYMENT

I. PERSONAL INFORMATION

Date _____

Name _____

Social Security No. _____

Present Address _____
STREET
CITY
STATE
ZIP

If Less than one year - Previous Address _____
STREET
CITY
STATE
ZIP

Phone No. _____ Cell Phone No. _____

Are you at least 18 years of age? Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.? Yes No

Please identify canonical status: Lay Clergy Religious Catholic? Yes No

Have you ever entered a plea of guilty or nolo contendere, or been convicted of a crime? Yes No

If yes, please explain type of crime, date, place, and penalty imposed: _____

Are there presently any criminal charges pending against you? Yes No

If yes, please give details: _____

Do you agree to disclose any future criminal violations if hired? Yes No

Have you ever been a defendant in a civil action for intentional tort? Yes No

If yes, please identify the nature of the tort, date and disposition of the action: _____

II. EMPLOYMENT DESIRED

Diocesan entity _____ Position _____

Date you can start _____ Wage/Salary desired _____

Ever applied to the Diocese before? _____ Where? _____ When? _____

III. EDUCATION

EDUCATION	NAME AND LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
OTHER				

Your name, if different while attending school: _____

Special Skills: _____

IV. LICENSURE, REGISTRATION, CERTIFICATION EXAMPLES: Driver's License, Teacher Certification, RN, LPN, PE, CPA, etc.

LICENSE, REGISTRATION OR CERTIFICATION	NUMBER	DATE RECEIVED	EXPIRATION DATE	STATE LICENSING AGENCY

V. PERIODS OF EMPLOYMENT

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job-related volunteer work, if applicable. Indicate number of employees supervised. **Use a separate block to describe each position or gap in employment.** If needed, attach additional sheets, using the same format as on the application. All information in this section **must** be completed. **Resumes may be attached to provide additional information.**

<p>1 Name of Present or Last Employer: _____</p> <p>Address: _____ Phone No.: (____)</p> <p>Your Job Title: _____ Supervisor's Name: _____</p> <p>FROM: ____/____/____ TO: ____/____/____ HOURS PER WEEK: _____ (____)</p> <p style="text-align: center; font-size: small;">Month Year Month Year Your name if different during employment</p> <p>Duties and Responsibilities: _____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p> <p>_____</p> <p>SALARY: STARTING _____ ENDING _____</p>
<p>2 Name of Next Previous Employer: _____</p> <p>Address: _____ Phone No.: (____)</p> <p>Your Job Title: _____ Supervisor's Name: _____</p> <p>FROM: ____/____/____ TO: ____/____/____ HOURS PER WEEK: _____ (____)</p> <p style="text-align: center; font-size: small;">Month Year Month Year Your name if different during employment</p> <p>Duties and Responsibilities: _____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p> <p>_____</p> <p>SALARY: STARTING _____ ENDING _____</p>

⑥ Name of Next Previous Employer: _____

Address: _____ Phone No.: (____) _____

Your Job Title: _____ Supervisor's Name: _____

FROM: ____/____/____ TO: ____/____/____ HOURS PER WEEK: _____ (____)

Month Year Month Year Your name if different during employment

Duties and Responsibilities: _____

Reason for Leaving: _____

SALARY: STARTING _____ ENDING _____

VI. REFERENCES (GIVE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST THREE YEARS)

NAME	ADDRESS	PHONE NUMBER
1.		
2.		
3.		

VII. PHYSICAL RECORD

Do you have any physical limitations that preclude you from performing any of the essential job duties of the position for which you are applying? Yes No

If yes, please describe _____

In case of emergency notify: _____

NAME ADDRESS PHONE

Applicant Authorization and Release

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that if employed, any omission, misrepresentation or falsification shall be grounds for termination.

I hereby authorize investigation of all statements contained herein. I consent to the release of information about my abilities, fitness for employment, and character, from all schools, previous employers, personal references, and law enforcement agencies, and hereby release all parties from liability for any damages that may result from furnishing this information to you. I understand that employment is conditioned on a satisfactory background check and agree to complete an attestation of good moral character, a fingerprint card, and/or an employment inquiry release to facilitate this background investigation. If hired, my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time without prior notice.

Signature _____

Date _____

The Diocese of Venice is an Equal Opportunity Employer. The diocese shall not discriminate against a present or prospective employee because of race, color, sex, national origin, age, disability, or veteran or marital status. A hiring preference may be exercised for persons of the Catholic faith. The diocese will comply with the equal employment opportunity policy in all areas, including hiring, placement, promotion, transfer or demotion, recruitment, employment ads, wage rates, and other forms of compensation and selection for training, layoff, or termination.

EMPLOYER USE ONLY:

Interviewed by: _____ Title: _____ Date: _____
Interviewer's observations: _____

Employer Reference Check (written or telephone)

Person Contacted	Date	Assessment
1.		
2.		
3.		

Personal Reference Check (written or telephone)

Person Contacted	Date	Assessment
1.		
2.		
3.		

General comments/assessment from references:

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Hired? Yes No Salary/Wage _____ Start Date _____

Approved by: _____

Approved by: _____

Date New Employee Checklist Complete: _____

Date of Criminal Clearance: _____