

**DIOCESE OF CHARLESTON
APPLICATION FOR EMPLOYMENT**

Location: _____ Date: _____
(Diocese of Charleston or name of School or Parish)

The Diocese of Charleston is an **EQUAL OPPORTUNITY EMPLOYER** and does not discriminate based on race, color, sex, age, national origin, disability as defined by the Americans With Disabilities Act or status as a Vietnam Era veteran. While there are some positions for which being a practicing Catholic is a bona fide occupational qualification, the Diocese does not illegally discriminate on the basis of religion.

I. PERSONAL INFORMATION

Name: _____
Last First MI Social Security Number (Last 4 Digits)

Address: _____
Number & Street City State Zip Code

Home Phone: _____ Are you under 18 yrs of age? _____

Cell Phone: _____ Email address: _____

Previous Addresses and Dates of Residence (If at present less than seven years):

Have you EVER resided in any other states or territories within the United States other than those listed above? *Please circle one:* Yes No

If yes, please list those states or territories: _____

Please list any other names, including maiden names, names by previous marriages, "nicknames", aliases, etc., by which you have ever been known:

Have you ever applied to the Diocese of Charleston for a job? *Please circle one:* Yes No

If yes, what job and when: _____

Do you have any relatives employed by the Diocese of Charleston or any of its parishes or schools?: _____ If yes, provide details? _____

Position desired: _____ Salary Desired: \$ _____ Hourly/Annually

Status Desired: Full Time Part time PRN Earliest Start Date: _____

How did you hear about the position? *Please check one:*

Diocese of Charleston website Church bulletin Catholicjobs.com
 Newspaper, if so, name: _____ Other, specify _____

| II. EDUCATION | | | | |
|---------------------|---------|-------|---|----------------|
| Name | Address | Major | Graduated | If yes, degree |
| High School | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |
| | | | | |
| College/Tech/BusSch | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |
| | | | | |
| Graduate School | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |
| | | | | |
| Other (Specify) | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |

Are you currently in school? _____ If yes, where? _____

CERTIFICATIONS HELD: _____
Date State Type

Other professional training and/or workshops attended

Special awards and recognitions

III. EMPLOYMENT HISTORY

INSTRUCTIONS: Starting with your current employment, list in reverse order your past employment. Please note any extended periods of non-employment. (more than six (6) months).

1) Employed By: _____ Phone _____

Address: _____

City, State, Zip: _____

Position(s) Held: _____ Hours Worked/Week _____

From:(Mo./Yr.) _____ To:(Mo./Yr.) _____

Supervisor's name & title: _____

Description of job/responsibilities: _____

Reason(s) for leaving: _____ Salary: _____

2) Employed By: _____ Phone: _____

Address: _____

City, State, Zip: _____

Position(s) Held: _____ Hours Worked/Week _____

From:(Mo./Yr.) _____ To:(Mo./Yr.) _____

Supervisor's name & title: _____

Description of job/responsibilities: _____

Reason(s) for leaving: _____ Salary: _____

3) Employed By: _____ Phone _____

Address: _____

City, State, Zip: _____

Position(s) Held: _____ Hours Worked/Week _____

From:(Mo./Yr.) _____ To:(Mo./Yr.) _____

Supervisor's name & title: _____

Description of job/responsibilities: _____

Reason(s) for leaving: _____ Salary: _____

4) Employed By: _____ Phone: _____

Address: _____

City, State, Zip: _____

Position(s) Held: _____ Hours Worked/Week _____

From:(Mo./Yr.) _____ To:(Mo./Yr.) _____

Supervisor's name & title: _____

Description of job/responsibilities: _____

Reason(s) for leaving: _____ Salary: _____

If additional space is needed, please request additional pages, or attach additional history using the format above.

5) Please identify and explain periods of non-employment (more than six (6) months):

IV. SPECIAL SKILLS

Do you speak any foreign languages? If yes, are you fluent in speech and writing?

List any computer skills including software experience: _____

List any relevant accomplishments, qualifications and/or volunteer experience: _____

Why are you interested in working for the Diocese of Charleston? _____

V. REFERENCES
Please provide a minimum of three professional references.

| Name | Company/ City, State | Telephone (indicate if home/work/cell phone) | Alternative number |
|------|-------------------------|---|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

VI. MISCELLANEOUS

Have you ever been convicted of or pled guilty or no contest to a crime (felony or misdemeanor) other than a minor traffic violation? _____ If yes, please explain in detail and give disposition of case (a yes response does not necessarily mean applicant will not be considered for hire): _____

Has a civil complaint (including internal complaints given to management or supervisors at places of employment) or a criminal complaint ever been filed against you which alleged physical or sexual abuse, neglect, or misconduct by you or your participation or

facilitation of such activities? _____ If yes, please explain in detail and give disposition of case (a yes response does not necessarily mean applicant will not be considered for hire): _____

PLEASE READ CAREFULLY AND SIGN

I hereby certify that to the best of my knowledge the information presented in this application is true and complete. My permission is given for contact to be made for references with employers listed herein, except where specifically indicated to the contrary. I also understand that employment is contingent upon a thorough reference and background screen by an outside professional screening company named by the Diocese of Charleston. I further understand that an offer of employment shall not be conditionally or formally extended unless I agree to this background screen by signing an employment inquiry release.

I also understand that if hired, neither this application nor any related policies, procedures, or practices of the employer shall create an implied or explicit contract for employment or promise of continued employment. Employment in the Diocese of Charleston is “at will” or voluntary by the employer and employee. This means employment may be terminated by either party at any time with or without notice or reason. The only exceptions to the employment at will arrangement are those limited situations in which professional educators have written annual contracts that are approved by the Diocesan Office of Finance and Diocesan Office of Education.

I understand that any misrepresentation or falsification can be grounds for refusal of employment. I further understand that if employed, any false statements or misrepresentations contained herein or in conjunction with the application process may be cause for dismissal.

Please check one: You may make contact with my present employer
 You may not make contact with my present employer
 I am not employed at this time

 Signature

 Date

- 08/98
- 10/98
- 02/03
- 07/05
- 09/07
- 10/11