



Equal Opportunity Employer

Date _____

The Roman Catholic Diocese of San Diego

Employment Application

The Diocese of San Diego and its parishes and schools recruit, independently hire and promote on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability or veteran status. These entities reserve the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in certain employment decisions.

PERSONAL INFORMATION

| | | |
|---|----------------|--------------------------------|
| Last Name | First | Middle |
| Street Address | | Home Phone |
| City, State, Zip | | Cell Phone |
| Have You Ever Been Employed By the Diocese of San Diego, or Any Catholic Diocese? Yes____ NO____ If "Yes", Please State When & Where | | |
| If Hired, Can You Furnish Proof That You Are Either a U.S. Citizen, or Otherwise Legally Permitted To Work in the United States? Yes___ No___ | | |
| Have You Ever Been Convicted of a Crime? <i>(Under California law, you may exclude convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was completed and the case was dismissed.)</i> Yes ___ No ___ If "Yes", What Was The Offense: _____ | | |
| Position Desired | Salary Desired | Full Time ____ Part lime _____ |

EDUCATION AND SKILLS

| NAME AND LOCATION OF SCHOOL | YEARS | MAJOR | DEGREE |
|--|-------|-------|--------|
| High School | | | |
| College | | | |
| Graduate School | | | |
| Professional Trade School, or Other | | | |
| Computer Skills (check all that apply) | | | |
| <input type="checkbox"/> Microsoft Office <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Web Design <input type="checkbox"/> Database Applications <input type="checkbox"/> Power Point <input type="checkbox"/> Other _____ | | | |
| Other Training or Skills Including Bilingual Ability: _____ | | | |

Please list all full time and part time positions which you have held starting with your present or most recent position. Account for and explain all periods of unemployment using space provided on page 3.

EMPLOYMENT INFORMATION

| | |
|---|--|
| Company Name | Dates Employed (Month and Year) From _____ To _____ |
| Address | Telephone _____ |
| Position/Title | Salary _____ Full Time _____ Part time _____ |
| Supervisor Name | Start _____ Last _____ |
| Briefly Describe Your Duties and Responsibilities | Reason For Leaving _____ |
| | Supervisor Contact # _____ |
| | Is it okay to contact? _____ |

| | |
|---|--|
| Company Name | Dates Employed (Month and Year) From _____ To _____ |
| Address | Telephone _____ |
| Position/Title | Salary _____ Full Time _____ Part Time _____ |
| Supervisor Name | Start _____ Last _____ |
| Briefly Describe Your Duties and Responsibilities | Reason For Leaving _____ |
| | Supervisor Contact # _____ |
| | Is it okay to contact? _____ |

| | |
|---|--|
| Company Name | Dates Employed (Month and Year) From _____ To _____ |
| Address | Telephone _____ |
| Position/Title | Salary _____ Full Time _____ Part Time _____ |
| Supervisor Name | Start _____ Last _____ |
| Briefly Describe Your Duties and Responsibilities | Reason For Leaving _____ |
| | Supervisor Contact # _____ |
| | Is it okay to contact? _____ |

Give the names of three professional references to whom you are not related

REFERENCES

| Name | Address and Phone Number | Business | Years |
|------|--------------------------|----------|-------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

| Comments, Special Skills, Interests, Qualifications or Accomplishments Not Previously Noted |
|---|
| |
| |
| |
| |

Use this space to account for and explain periods of unemployment or for additional comments on employment history:

| |
|--|
| |
| |
| |
| |
| |

Please Read Carefully Before Signing

I Understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term unless it is in writing and signed by an authorized diocesan representative. I understand and agree that if hired, I may resign my employment with the location at any time for any reason and that my employment may be terminated at the will of the location at any time for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by the hiring location are not contractual in nature and may be amended or abolished at the sole discretion of the employer. I further understand that the employment relationship between the hiring location and its employees may be governed by canon law as well as civil law.

The hiring location may consider the nature, date and circumstances of any criminal offense as well as whether the offense is relevant to the duties of the position. The hiring location will not deny employment to any applicant solely because the person has been convicted of a crime.

Pursuant to the Immigration Reform and Control Act, the hiring location will employ only those individuals who are eligible to work in the United States. Accordingly, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of any offer of employment.

I certify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief, and I understand that any misrepresentation or omission of material fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: _____ **Date:** _____