



# APPLICATION FOR EMPLOYMENT

Thank you for your interest in the Catholic Diocese of Richmond. The Diocese of Richmond is an equal opportunity employer and considers all applicants for positions without regard to race, color, sex, age, national origin, veteran status, disability, or genetic information. Religion is a bona fide occupational qualification (BFOQ) in those circumstances that involve religious activities. Should you be interested in multiple positions, we recommend that an application be submitted for each of the vacant positions advertised.

*Applicants requiring reasonable accommodations in the application or interview processes should advise the diocese.*

## PERSONAL INFORMATION

Legal Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Are you 18 years or older? Yes  No

Are you eligible for employment in the United States? Yes  No

*(Proof of employment eligibility will be required upon employment.)*

## EMPLOYMENT DESIRED

Position Sought: \_\_\_\_\_ Date available: \_\_\_\_\_

Compensation desired: \$ \_\_\_\_\_ per \_\_\_\_\_

Employment Location Desired: \_\_\_\_\_ Full Time:  Part Time:

Are you employed now? Yes  No  If so, may we inquire of your present employer? Yes  No

Have you ever applied to the Diocese before? Yes  No  When? \_\_\_\_\_

Have you ever been employed by the Diocese before? Yes  No  When? \_\_\_\_\_

How did you learn about this position opportunity? \_\_\_\_\_

EDUCATION	Name and Location of School	# of years attended	Did you graduate?	Subjects studied
High School/G.E.D.				
College/Vocational				
Graduate/Professional				

If applying for a teaching position, please answer the following:

Check general levels of competence and list subject areas:			
Early/Primary Education (Pre-K to 3) <input type="checkbox"/>	Elementary Education (Pre-K to 6) <input type="checkbox"/>	Middle Education (Grades 6 to 8) <input type="checkbox"/>	Secondary Grades (Grades 6 to 12) <input type="checkbox"/>
Do you hold a current state teaching certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, State Issuing:	Expiration Date:
Please list any endorsements:			
Other relevant education or training:			

**GENERAL**

Special Job-Related Skills: \_\_\_\_\_

Job-Related Licenses/Certificates Held (include #): \_\_\_\_\_

**EMPLOYMENT HISTORY (Include Military Service)**

<b>Date Month and Year</b>	<b>Name and Address of Employer</b>	<b>Job Title</b>	<b>Beginning/ Ending Wage</b>	<b>Supervisor (Name, Title, &amp; Phone Number)</b>	<b>Reason For Leaving</b>
From To					
From To					
From To					
From To					

**Catholic In Good Standing:** If the position requires (see position description) that the candidate be a Catholic in good standing, please furnish the name, title and address of an individual (e.g., a pastor) who can verify your standing in the Catholic Church.

Name:	Title:	Address:
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**REFERENCES:** Give the names of three professional references not related to you.

<b>Name</b>	<b>Relationship</b>	<b>Years Acquainted</b>	<b>Phone Number</b>	<b>Address</b>
1.				
2.				
3.				

**PLEASE READ CAREFULLY BEFORE SIGNING:**

I certify that the facts I have given in this application are true and complete to the best of my knowledge. I understand that a material misstatement, misrepresentation or omission of facts is cause for denial or termination of employment, regardless of when or how discovered.

I authorize the investigation of all information on this application or otherwise provided by me in support of this application. As part of this, I authorize my current and prior employers and references to furnish information about me and my employment record, unless specifically and clearly noted otherwise on this application. I release all individuals and employers from liability as a result of any information furnished.

I also understand that completion of this application form and the application process does not mean that I have been employed.

**IMPORTANT NOTICE AND AUTHORIZATION:**

In making this application, I understand that a background report (sometimes called a "consumer report" or an "investigative consumer report") may be made about my credit, character, general reputation, personal characteristics, and mode of living. Information may be obtained from criminal records, driver's license(s) records, education verification, and other records checks. In addition, information may be obtained in some cases through personal interviews with my neighbors, friends, family, business and personal associates, and others with whom I am acquainted. I hereby authorize such an investigation and report. I understand that I have the right to make a written request within a reasonable time for additional, detailed information about the nature and scope of this pre-employment investigation.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE