



Re-Employment

[Owner: Office of Human Resources]

Former employees may be considered for rehire if the record of employment indicates good performance, behavior and attendance during prior employment and if their termination occurred under favorable circumstances. Human Resources must be contacted to obtain a reference and rehire status on individuals formerly employed by the Diocese prior to consideration.

Employment applications received from former employees will be processed according to the same procedures and given the same consideration as afforded all other applicants for positions. Under no circumstances will the normal hiring procedures be eliminated or circumvented in the re-employment of a former employee. Although it is not necessary to recheck employment or educational references previously checked, any employment and/or education occurring since an individual's employment with the Diocese will be verified. A new background check will be conducted on all rehires.

No individual will be rehired without prior consultation with Human Resources.