

## DIOCESE OF DES MOINES

### APPLICATION FOR NON-CERTIFIED EDUCATIONAL POSITION

#### I. PERSONAL INFORMATION:

Name: \_\_\_\_\_  
Last First Social Security #

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

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

Telephone: Present Address \_\_\_\_\_ Permanent Address \_\_\_\_\_  
FAX \_\_\_\_\_ E-mail Address \_\_\_\_\_

Are you a Roman Catholic? ☐ Yes ☐ No If yes, name of parish \_\_\_\_\_

#### II. POSITION, EDUCATION AND EMPLOYMENT INFORMATION:

Are you applying to a specific school in the diocese? ☐ Yes ☐ No

If yes, name of school: \_\_\_\_\_

Position desired: ☐ Bookkeeper ☐ Secretary ☐ Other \_\_\_\_\_  
(Check those that apply) ☐ Custodian/Maintenance ☐ Teacher Associate ☐ Full-Time  
☐ Dietician/Cook ☐ Nurse ☐ Part-Time

Secondary Education:  
Name of School City State Date of Graduation

College and Universities:  
Name City State Dates Attended Degree & Date Received

Other training/skills/abilities which would qualify you for the position desired:

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**Previous Employment: (Include all employment)**

Employer	City	State	Kind of Work	Supervisor	Phone/E-mail	Reasons for Leaving
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**Personal/References: (List at least three personal references)**

Name	Address	City State Zip	Phone/E-mail	Occupation
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**Remarks:**

Please use this space to provide any additional information you think would be helpful to us in considering you for employment.


Have you failed or refused to fulfill a work agreement? ☐ Yes ☐ No

If so, why, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime of abuse, harassment or exploitation? ☐ Yes ☐ No

Has any civil or criminal complaint, or any other written complaints, ever been made against you relating to abuse, harassment or exploitation? ☐ Yes ☐ No

Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of abuse by you, or relating to civil or criminal complaints for abuse of others? ☐ Yes ☐ No

Have you ever been dismissed from any position because of immoral conduct ☐ Yes ☐ No  
unfitness for service ☐ Yes ☐ No  
unsatisfactory service? ☐ Yes ☐ No

Have you ever been charged or convicted of any felony or misdemeanor (other than minor traffic offenses)? ☐ Yes ☐ No

Did you ever enter into an agreement with any past employer not to divulge the true reason for termination of employment? ☐ Yes ☐ No

**EMPLOYMENT DOCUMENTATION:**

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. I understand that any offer of employment will, therefore, be contingent on my ability to produce the required documentation within the time period required by law.

**BACKGROUND CHECKS: (Please read carefully)**

If you wish to be considered for employment in any of the Catholic schools in the Diocese of Des Moines, you must submit to several kinds of background checks. The background checks will include, but are not limited to, job related matters and criminal offenses, including sexual misconduct.

The applicant must complete the attached forms and return them signed with the completed application.

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Signature of Applicant

Return to: