

APPLICATION FOR EMPLOYMENT

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application.

PLEASE PRINT, except for signature on back of application.

Job Applied For: _____ Today's Date: _____

What type of work are you seeking? Full-time { } Part-Time { } Temporary/Volunteer { }

When could you start work? _____

Last Name _____ First Name _____ Middle Name _____

Telephone Number: _____

Present Street Address _____ City _____ State _____ Zip Code _____

Are you 18 years of age or older?..... Yes { } No { }
(If you are hired, you may be required to submit proof of age for jobs with minimum age requirements.)

Have you ever been employed by a parish, school or other ecclesiastically related entity of the Archdiocese of Denver? Yes { } No { } If yes, when and where? _____

Have you ever been convicted of or pleaded guilty or nolo contendere to a felony within the last five years?
Yes { } No { } If yes, give details: _____

Do you currently use any illegal drugs?..... Yes { } No { }

Have you ever been convicted of any offense involving minors?..... Yes { } No { }

If yes, give details: _____

For driving jobs only: Do you have a valid driver's license?..... Yes { } No { }

Driver's License Number: _____ Class of License: _____

Have you had your driver's license suspended or revoked in the last three years?..... Yes { } No { }

If yes, give details: _____

If hired, will you require employer sponsorship now or in the future in order to be authorized to work for us under U.S. law?..... Yes { } No { }

If hired, you will be required to provide proof of your eligibility to work in the United States.

4/10/2013

List professional trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color or national origin): _____

LIST NAMES AND ADDRESSES OF SCHOOLS	NUMBER OF YEARS COMPLETED	DIPLOMA/DEGREE/CERTIFICATE SUBJECTS/STUDIES

High School or GED: _____

College or University: _____

Vocational or Technical: _____

What skills or additional training do you have that are related to the job for which you are applying? _____

What machines or equipment can you operate that are related to the job for which you are applying? _____

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give business name and supply business references.

PLEASE GIVE MONTH AND YEAR FOR DATES OF EMPLOYMENT.

Name of Employer:	Job Title and Duties:
Address:	Dates of Employment: From _____ To _____
City, State, Zip Code:	Pay: Start \$ _____ Final _____
Supervisor: Telephone #:	Reason for Leaving:
Name of Employer:	Job Title and Duties:
Address:	Dates of Employment: From _____ To _____
City, State, Zip Code:	Pay: Start \$ _____ Final _____
Supervisor: Telephone #:	Reason for Leaving:
Name of Employer:	Job Title and Duties:
Address:	Dates of Employment: From _____ To _____
City, State, Zip Code:	Pay: Start \$ _____ Final _____
Supervisor: Telephone #:	Reason for Leaving:

Name of Employer:	Job Title and Duties:
Address:	Dates of Employment: From _____ To _____
City, State, Zip Code:	Pay: Start \$ _____ Final _____
Supervisor: _____ Telephone #: _____	Reason for Leaving:

Have you worked or attended school under any other name? Yes { } No { }
 If yes, give names: _____

Are you presently employed? Yes { } No { }
 If yes, may we contact your present employer? Yes { } No { }
 Have you ever been fired from a job or asked to resign? Yes { } No { }
 If yes, please explain: _____

Give three references that are not relatives or former employers:

NAME	ADDRESS	TELEPHONE #

ONCE YOU HAVE COMPLETED THIS APPLICATION, PLEASE TURN THE APPLICATION OVER, READ THE INFORMATION ON THE BACK CAREFULLY, AND SIGN AND DATE.

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that the facts contained in this application are true and complete and without material omission to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for immediate dismissal. I authorize the companies, schools or persons named above to give any information regarding my employment that is requested by the prospective employer and hereby release all such entities or persons from all liability for any damage that may result from furnishing the requested information to the prospective employer. **I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without any prior notice. I understand that neither this application nor my subsequent employment creates a contract for employment with the employer, and I understand and acknowledge that any policies, procedures, handbooks or rules and regulations of the employer do not create a contract of employment with the employer. If hired, I understand that I have been hired at the will of the employer and that my employment may be terminated at any time, with or without cause, and with or without notice. I further understand that no representations made to me by representatives of the employer shall constitute a contract of employment.**

I HAVE READ, UNDERSTAND, AND BY MY SIGNATURE, CONSENT TO THESE STATEMENTS.

Signature: _____

Date: _____

Personal Information

for purposes of obtaining background reports – please write legibly

Please provide the information requested below. This form is part of your application for employment or for a volunteer position with the **Archdiocese of Denver**, or with a **parish within the territory of the Archdiocese**, or with an **Ecclesiastical Organization**,¹ as applicable. It is also required as part of mandatory compliance with the *Archdiocese of Denver's Code of Conduct*. By signing below, you understand that the information you provide will be used to conduct a criminal background check. If you are applying for a senior finance employment position,² it may also be used to obtain a report on your credit history and related credit information. The use of your personal information is subject to the Fair Credit Reporting Act. For additional information, please refer to the *Fair Credit Reporting Act (FCRA) Disclosure and Authorization form previously executed by you, as well as to the *FCRA Summary of Rights* previously provided to you.* Information obtained about you will be one part of the employment or volunteer evaluation process and must be completed in association with any conditional employment offer or conditional volunteer services offer (contingent upon an acceptable criminal background history being obtained, and any other applicable background information if authorized by you).

If you have resided in Colorado for less than 7 years, provide information for the state of Colorado and previous state(s) of residence for the last 10 years.

Employer to which you are applying _____

Position for which you are applying _____

Full Name (please print) _____

Maiden Name; Aliases / Other Names _____

*Date of Birth (month/day/year) _____ Phone Number _____

*Social Security Number _____

Current Address (address, city, state, zip) _____

Number of Years a Resident of Colorado _____

If less than 7 years residence in Colorado, provide information for past residence

State _____ Full Address _____

State _____ Full Address _____

Signature _____ Date _____

¹ A complete listing of the Ecclesiastical Organizations can be found in the *Preamble* and in the *Principal Abbreviations* to the *Archdiocese of the Denver's Pastoral Handbook*, as well as in the appendices to the *Archdiocese of Denver's Code of Conduct* (the *Code of Conduct* is *Exhibit IV* to the *Archdiocese of Denver's Pastoral Handbook*).

² A "senior finance employment position" is a position that has significant oversight over the fiscal operations and financial reporting for an entity (e.g., at the Archdiocese it refers to the CFO, to the Controller, and to other designated positions within and outside the finance office with this level of fiscal oversight; at a parish it refers to the parish business manager and/or bookkeeper (if applicable) and/or to similarly positioned personnel with this level of fiscal oversight; at an Ecclesiastical Organization it refers, where applicable, to the CFO, to the Controller, and to other designated positions within and outside the finance office with this level of fiscal oversight).