

# The Roman Catholic Church of the Diocese of Baton Rouge

## Application for Employment

*The Roman Catholic Church of the Diocese of Baton Rouge is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, color, religion\*, sex, national origin, age, disability, genetic information, or any other characteristic prohibited by applicable law. We are dedicated to providing a work environment free from illegal discrimination and harassment, and where employees are treated with respect and dignity.*

\* The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.

**Please answer all questions completely in order for your application to be considered for employment.**

### **General Information**

Name: \_\_\_\_\_  
First Middle Last Suffix

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_  
City State Zip

Civil Parish: \_\_\_\_\_

Home Phone: \_\_\_\_\_  
Area Code Number

Work Phone: \_\_\_\_\_  
Area Code Number

Cell Phone: \_\_\_\_\_  
Area Code Number

Email Address: \_\_\_\_\_

What position are you applying for? \_\_\_\_\_

Diocesan location in which you are applying for work: \_\_\_\_\_

Are you currently working in the Diocese? \_\_\_\_Yes \_\_\_\_No

If yes, please list location, position and date of hire: \_\_\_\_\_

Have you ever worked in a Diocesan location? \_\_\_\_Yes \_\_\_\_No

If yes, please list location(s), position(s) and date of hire: \_\_\_\_\_

If the position for which you are applying indicates "practicing Catholic" in the minimum requirements, please identify your Catholic church parish: \_\_\_\_\_

If hired, can you submit verification of your legal eligibility to work in the United States? \_\_\_\_Yes \_\_\_\_No

If under 18 years of age, can you furnish a work permit? \_\_\_\_Yes \_\_\_\_No

Do you have any relatives working in the Diocesan location for which you are applying? \_\_\_\_Yes \_\_\_\_No

**Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Diocese.**

If yes, please list their name(s) and position(s): \_\_\_\_\_  
\_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? \_\_\_\_Yes \_\_\_\_No

Note: Answering "yes" to the following two questions does not constitute an automatic bar to employment. Factors such as the date of the offense, seriousness and nature of the violation and position applied for will be taken into account.

Have you ever been convicted of or pled guilty or no contest to a felony or misdemeanor? \_\_\_\_Yes \_\_\_\_No

If yes, when, where and what was the disposition of the case: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult? \_\_\_\_Yes \_\_\_\_No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date available for work if hired: \_\_\_\_\_ Desired hours (full time/part time): \_\_\_\_\_

Desired pay rate: \_\_\_\_\_

### **Educational History**

Educational history should include high school and later.

<u>School Name and Complete Mailing Address (include City State and Zip)</u>	<u>Type of School (high school, college, trade school, etc)</u>	<u>Name of Degree or Program</u>	<u>Degree/Program Completed? (Y/N)</u>

### **Professional Work References**

List the two individuals most familiar with your skills and qualifications. Do not list relatives or supervisors already identified on this application.

<u>Name</u>	<u>Title</u>	<u>Relationship to Applicant</u>	<u>Telephone and E-Mail</u>	<u>Number of Years Known</u>

List any additional skills, licenses, certificates, education and training that are relevant to the position for which you are applying:

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May we contact your present employer? \_\_\_\_ Yes \_\_\_\_ No

### Employment History

\_\_\_\_ Check here if you have no employment history. *If checked, proceed to next section.*

Start with current employer & indicate employment history for the last 5 years. If current employer, list end date as current.

<u>Dates of Employment (mm/yyyy)</u>	<u>Company Name &amp; Address (City, State Zip)</u>	<u>Immediate Supervisor's Name &amp; Phone Number</u>	<u>Position Held/Job Description</u>	<u>Reason for Leaving Position</u>
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Beg. Date: _____				
End Date: _____				

Beg. Date: _____				
End Date: _____				

Beg. Date: _____				
End Date: _____				

Beg. Date: _____				
End Date: _____				

Beg. Date: _____				
End Date: _____				

Please explain any gaps in employment history other than those due to personal illness, injury or disability:

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## **Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with the Roman Catholic Church of the Diocese of Baton Rouge (the "Diocese") is true, complete, and correct.

I expressly authorize, without reservation, the Diocese, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Diocese, its representatives, employees and agents for seeking, gathering, and using such information in the employment process and all other persons, entities, or organizations for furnishing such information about me.

I understand that the Diocese does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable law. I further understand that the employment relationship between the Diocese and its employees may be governed by canon law as well as civil law.

If I am hired, I understand that employment is at-will. I understand that I am free to resign at any time, with or without cause and without prior notice, and the Diocese reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required or prohibited by applicable law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that any handbooks, manuals, policies and procedures maintained by the Diocese are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese. I understand that no supervisor or representative of the Diocese is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Diocese's authorized representative.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately terminate my employment whenever it is discovered.

This application shall be considered active for a period of time not to exceed 90 days.

**DO NOT SIGN UNTIL YOU HAVE READ THE FOREGOING APPLICANT STATEMENT.**

**I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## AUTHORIZATION TO OBTAIN BACKGROUND INFORMATION

The Roman Catholic Church of the Diocese of Baton Rouge (hereafter the "Diocese") appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. In the pursuit of providing safe and secure programs, we require, as a condition of employment, and/or continued employment, that all applicants consent to and authorize verification of the background information submitted on their application for employment.

I, the undersigned applicant, declare that all statements contained in my application for employment are true and that any misrepresentation or omission is cause for rejection of my application or termination from employment and/or ministry involvement. I agree to observe all of the guidelines and policies for the program in which I am applying. I hereby authorize the Diocese to conduct a personal and professional background check for the purposes of my application with the Diocese, or any parish, school or program within its territory. I understand that the Diocese may contact any references, past and current employers, church, youth organizations or agencies, and any individual or organization which might be relevant to my desired position. I do hereby agree to forever release and discharge all of the above stated persons and agencies providing such information from any and all claims and damages connected with their release of any requested information.

I do hereby agree to forever release and discharge the Diocese, its representatives, employees or agents, and any parish, school or program within its territory and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from the retrieving and reporting of information. I understand that a criminal background check will be conducted prior to and during my employment. I hereby give complete permission for the Diocese to conduct a criminal background check, an arrest records check, abuse registry check, and/or driving record check as applicable to the position for which I am applying. I authorize investigations of all statements contained in my application.

I understand that the Diocese, and any parish, school or program in its territory, has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Diocese, and any parish, school or program in its territory, cooperates fully with governmental authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate termination and possible criminal charges. I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of my application or termination of employment and that refusal to inform the Diocese of the contents of a sealed criminal record will result in the automatic denial of my application or termination of employment. I understand and agree that information may be obtained from sources that I provided and that this information will be held confidentially by the Diocese, to the extent permitted by applicable law. I have also read and understand the above stated information within this authorization and am signing below of my own free will. I understand that I can withdraw from the application process at any time. I agree that any copy of this document is as valid as the original.

My signature indicates that I have read and understand the above. **Do not sign until you have read the above statements.**

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Typed or Printed

Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If driving is an essential function of the position, also provide the following:

Driver's License: State \_\_\_\_\_ License Number \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ (required for background check)

Have you ever worked under a different name? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list names: \_\_\_\_\_

At any time during the past 5 years have you lived in a different state (within the United States) or do you currently live outside the state of Louisiana? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what state(s) did you live in? \_\_\_\_\_

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer



reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**



TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

## **AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS**

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must provide to the applicant written notification<sup>1</sup> that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials must ensure that an applicant receives, and acknowledges receipt of, an adequate Privacy Act Statement when the applicant submits his/her fingerprints and associated personal information.<sup>2</sup>
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the employment, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34.
- Officials should not deny the employment, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.<sup>3</sup>

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 28 CFR 50.12(b).

<sup>4</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).