



Roman Catholic Diocese of Gallup

APPLICATION FOR EMPLOYMENT WITH

IMPORTANT: Do not complete this form if applying for a position in Diocese of Gallup Schools. (Request a Catholic Schools Application.) This form is for all other persons, including current employees, applying for positions with the Diocese of Gallup and other organizations affiliated with the Roman Catholic Church of the Diocese of Gallup.

Today's Date:		Social Security Number:	
Last Name	First	Middle	Daytime Phone
			Evening Phone
Present Street Address	City	State	Zip
			Cell Phone
Permanent Address (If different from present address.)			E-Mail Address
Have you ever been employed by the Diocese or a church? <input type="checkbox"/> Yes; <input type="checkbox"/> No If Yes give details:			
I am a U.S. citizen or legally authorized to work in the U.S. <input type="checkbox"/> Yes; <input type="checkbox"/> No I am interested in: <input type="checkbox"/> full-time or <input type="checkbox"/> part-time employment. Date available: _____			
Position applying for: _____		Pay (if known): _____	
EDUCATION:	Name and Location of School	# of years/credit hrs.	Degree Received
	High School	Diploma: <input type="checkbox"/> Yes; <input type="checkbox"/> No	
	College		
	Postgraduate		
	Other Training		
The Diocese of Gallup and affiliated organizations comply with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, color, sex, national origin, age, unfavorable discharge from military service, arrest record of mental or physical disability unrelated to ability to perform the duties of a position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified individuals. Acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.			

EMPLOYMENT HISTORY

Please list all present and former employment beginning with present or most recent position first. Attach additional pages if needed. Include all other names you have worked under if different than the name you are using on this application form.

Company Name:	Company Phone:
Address:	Period Employed (Month / Year) From: To:
Position Title:	Weekly Salary: Start: End:
Duties:	Reason for Leaving:
Company Name:	Company Phone:
Address:	Period Employed (Month / Year) From: To:
Position Title:	Weekly Salary: Start: End:
Duties:	Reason for Leaving:
Company Name:	Company Phone:
Address:	Period Employed (Month / Year) From: To:
Position Title:	Weekly Salary: Start: End:
Duties:	Reason for Leaving:
Company Name:	Company Phone:
Address:	Period Employed (Month / Year) From: To:
Position Title:	Weekly Salary: Start: End:
Duties:	Reason for Leaving:

REFERENCES

Name:	Phone:	Title:
Address:	City:	State: Zip .
Name:	Phone:	Title:
Address:	City:	State: Zip .
Name:	Phone:	Title:
Address:	City:	State: Zi

Complete this section if skills apply to position for which you are applying.

My knowledge of following software rates as: 1=Advanced; 2=Average; 3=Beginner; 4=None

___ MS Word; ___ Excel ; ___ Access; ___ Outlook; ___ WordPerfect

___ QuickBooks; ___ Website design; ___ Other technology skills: _____

Keyboard Words per minute: _____

IMPORTANT - THIS SECTION MUST BE COMPLETED

1. Do you presently serve, or have served, as a volunteer for any organization, entity or group in which you had substantial contact with children or vulnerable populations (such as elderly, mentally or emotionally disabled, etc.)?

No; Yes

2. Have any complaints arisen at sites of work or volunteering that alleged sexual misconduct or child abuse by you or your participation in or facilitation of such activities (including internal complaints or allegations reported to management or supervisors at places of employment)?

No; Yes (If yes, please comment below.)

3. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action for reasons relating to allegations of sexual misconduct or child abuse by you.

No; Yes (If yes, please comment below.)

If answers to #2 or #3 above were "yes:" Please provide the name and phone number of the organization, period of volunteer service, supervisor's name and briefly describe your activities and/or duties and the incident.

IMPORTANT: For your application to be considered, you must sign below to indicate that you have read and understood these statements:

The information I have provided in this application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in the termination of my employment.

I understand that, if I am selected and prior to employment, a background investigation will be required to include criminal, civil, financial and driving records. References will be contacted. In some cases, fingerprinting may be required. I release the Diocese of Gallup and my specific workplace from any and all resultant liability. If employed, I will abide by the Code of Conduct of the Diocese of Gallup and the personnel policies and procedures of the Diocese of Gallup. I understand that acceptance of an offer of employment does not create a contractual obligation upon the Diocese of Gallup or my specific workplace to continue to employ me in the future. Upon termination of my employment, I authorize the release of reference information by the Diocese of Gallup.

I will be required to furnish proof of identity and my ability to work legally in the U.S. once a conditional job offer has been made. I understand that if hired my employment is subject to "employment at will, " which means my employment can be terminated at any time, with or without reason.

Signature:

Date:

THIS SECTION FOR OFFICIAL USE ONLY

The necessity of passing a background check (and finger printing if required for the specific position) as a condition of seeking employment with the Diocese of Gallup or affiliated organizations has been explained to this applicant. This workplace understands that an offer of employment is contingent upon the applicant's passing of the background check and a check of references without any prohibited citations or findings.

Signature of Pastor or Hiring Authority: _____

Workplace: _____ Date: _____