

WELCOME!

Thank you for considering the Diocese of Tyler Chancery office as a potential employer.

The Diocese of Tyler diligently strives to provide a safe environment for all of its ministries and programs, especially those with children and youth. Safe environment training programs are in place to assist adults and children to recognize the signs of child abuse and to report suspicions of abuse to civil and Church authorities. Criminal convictions checks and reference checks are conducted on qualifying applicants for employment at all church locations within the Diocese of Tyler. Background checks are updated periodically.

For all employees and volunteers, the Diocese has clear standards of behavior and appropriate boundaries, including reporting protocols, which are found in the "Code of Ethical and Integrity Policy." [See www.dioceseoftyler.org, under the Our Offices tab, "Ethics & Integrity".]

The Diocese of Tyler complies with all applicable civil laws with respect to reporting allegations of abuse of minors to civil authorities and will cooperate with their investigation.

See next 4 pages for the "Application for Employment" form.

APPLICATION FOR EMPLOYMENT

This application must be filled out completely (please **PRINT**), and signed and dated by the applicant. The Catholic Diocese of Tyler is an Equal Opportunity Employer. If a position requires the candidate to be a practicing Catholic in good standing, a notice will be placed on the job posting announcement.

Date: _____

JOB INTEREST:

Departmental Diocesan Office to which you are applying: _____

_____, City: _____

Position Desired: _____ Salary Desired: \$ _____

Date Available: _____ Referred by: _____

Were you ever employed by a Catholic entity within the Diocese? yes no

If yes, please indicate where and when? _____

List names of relatives currently employed by the entity to which you are applying. _____

PERSONAL:

NAME: _____ (Maiden: _____)

Mailing Address: _____

E-mail address: _____

Home Phone: _____ Cell: _____

Do you need any reasonable accommodation in order to perform the essential functions of the position for which you are applying? yes no If yes, please describe. _____

Are you legally qualified to work in the United States?

EDUCATION:

| Type | Name/City/State | Dates Attended | Graduated? | Type of Degree |
|--------------------|-----------------|----------------|------------|----------------|
| High School | | | | |
| College/University | | | | |
| College/University | | | | |
| Vocational/Tech. | | | | |
| Other | | | | |

Describe any certification, licensing, or special training: _____

** Attach a copy of documentation verifying the above degrees, certification, licensing, or special training obtained, including attendance at a "Ethics and Integrity Basic Training" or other safe environment training session from a Catholic entity.*

EMPLOYMENT HISTORY:

Please begin with your PRESENT position and work back. Include experience in the U.S. Military and self-employment. Attach additional pages if more space is needed. **Account for all periods of unemployment longer than 30 days.** Clearly describe work duties personally performed, even if a résumé has been submitted.

PRESENT Employer: _____ May we contact? yes no

Mailing Address: _____

Supervisor's Name: _____ Phone number: _____

Employed from _____ to _____ Salary-Start \$ _____ Salary-End \$ _____

Position Title: _____ Supervised Others? yes no

Description of Duties: _____

Reason for leaving (or wanting to leave) this employer: _____

Employer: _____

Mailing Address: _____

Supervisor's Name: _____ Phone number: _____

Employed from _____ to _____ Salary-Start \$ _____ Salary-End \$ _____

Position Title: _____ Supervised Others? yes no

Description of Duties: _____

Reason for leaving this employer: _____

Employer: _____

Mailing Address: _____

Supervisor's Name: _____ Phone number: _____

Employed from _____ to _____ Salary-Start \$ _____ Salary-End \$ _____

Position Title: _____ Supervised Others? yes no

Description of Duties: _____

Reason for leaving this employer: _____

Employer: _____

Mailing Address: _____

Supervisor's Name: _____ Phone number: _____

Employed from _____ to _____ Salary-Start \$ _____ Salary-End \$ _____

Position Title: _____ Supervised Others? yes no

Description of Duties: _____

Reason for leaving this employer: _____

PERSONAL REFERENCES: (Not family members or work supervisors)

Name: _____ Years Known: _____
Mailing Address: _____ Phone #: _____
Name: _____ Years Known: _____
Mailing Address: _____ Phone #: _____
Name: _____ Years Known: _____
Mailing Address: _____ Phone #: _____

BACKGROUND:

Have you ever been disciplined or discharged by an employer for theft, sexual harassment, disruptive behavior, using or possessing a weapon on company premises, and/or using or possessing drugs, alcohol, or illegal substances? ___yes ___no (If yes, explain in detail on page 4 of this application.)

Have you ever been convicted of or pled guilty/no contest to any crime that resulted in imprisonment, court ordered probation, or deferred adjudication? ___yes ___no (If yes, explain on page 4 of this application.)

SKILLS YOU ARE PROFICIENT IN:

- Microsoft Office - Current Versions (check those that apply):
 - Word Excel Access Publisher Power Point Outlook
- Other computer skills: _____
- Foreign Language: _____ Fluent in: ___ speaking ___ writing
- Other: _____

PRE-EMPLOYMENT UNDERSTANDING:

Please read carefully every statement below and initial each one to indicate your acceptance of the terms.

1. I certify that all information provided by me in connection with this application for employment, whether specifically listed on this document or provided by other means, is true and complete, and I understand that any misstatement, falsification, omission, or concealment of any information may be grounds for refusal to hire or, if already hired, immediate termination of employment. Initials: _____
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States. Initials: _____
3. I hereby authorize you to make any investigation of my personal and employment history, as well as my financial, credit, and driving records, through any investigative or credit agencies or bureaus of your choice. I also authorize civil, criminal, and sex offender background screening checks, and I understand that these checks will be updated periodically. Initials: _____
4. I authorize any of the persons or organizations referenced in this application to provide any and all information concerning my previous employment, education, or any other information they might have, whether personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information or from any use of this information. I agree that they shall not be held liable if I am not subsequently offered the position for which I am applying. Initials: _____
5. I understand that, if employed, I will be a provisional employee for a specified length of time and that my continued employment will be contingent upon meeting acceptable job performance standards and abiding by the policies and regulations of the Catholic entity for which I am hired. Initials: _____
6. I understand and accept the condition of employment that requires my professional and personal lifestyle to conform to the ethical and moral teachings of the Roman Catholic Church. Initials: _____

Applicant Signature: _____ Date: _____

NOTE: After your application is reviewed, if you are determined to be a qualified candidate for the position, you will be asked to fill out a "Background Screening Questionnaire" at the time of your Initial Interview. Background screening checks will be completed before an offer of employment is considered.

Additional Explanation from previous sections: