



APPLICATION FOR EMPLOYMENT

The Catholic Diocese of Evansville is an equal opportunity employer and does not discriminate or deny services on the basis of race, color, national origin, sex, disability, or age. Certain positions within the diocese require that the incumbent be a practicing Catholic. Employees of the diocese, whether Catholic or non-Catholic, are required to maintain a lifestyle in keeping with the teaching and faith of the Catholic Church. All employees of the Catholic Diocese of Evansville (1) must have a marital status that is in compliance with the requirements of the Catholic faith; (2) cannot live in cohabitation outside of marriage and (3) cannot be an active, practicing homosexual person. If an employee enters into a lifestyle that is contrary to the above listed three points he or she will be terminated.

Date of this application: _____

Name: _____
Last First Middle

Social Security Number: _____

Present Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Cell Phone or Pager Number: _____

If you are under age eighteen, can you provide a work permit? Yes _____ No _____

For what position are you applying? _____

Are you applying for full-time or part-time employment? _____

Have you worked for the diocese or any of its agencies before? Yes _____ No _____

Date you would be available for employment? _____

Desired salary or hourly wage? _____

EDUCATION

<i>School Name</i>	<i>Location</i>	<i>Number of years completed</i>	<i>Diploma or degree</i>
High School	_____	_____	_____
College	_____	_____	_____
Graduate	_____	_____	_____
Business or Trade School	_____	_____	_____
Other	_____	_____	_____

PROFESSIONAL AND PERSONAL REFERENCES

Name: _____	Name: _____
Occupation: _____	Occupation: _____
Phone: _____	Phone: _____
Name: _____	Name: _____
Occupation: _____	Occupation: _____
Phone: _____	Phone: _____

Employment Record (Begin with most recent position)

(1) Name of employer: _____ Supervisor: _____
Address: _____ Phone: _____
City: _____ State: _____ ZIP: _____
Position: _____
Duties: _____
Start Date: _____ End Date: _____
Starting Pay Rate: _____ Final Pay Rate: _____
Reason for leaving: _____

(2) Name of employer: _____ Supervisor: _____

Address: _____ Phone: _____

City: _____ State: _____ ZIP: _____

Position: _____

Duties: _____

Start Date: _____ End Date: _____

Starting Pay Rate: _____ Final Pay Rate: _____

Reason for leaving: _____

(3) Name of employer: _____ Supervisor: _____

Address: _____ Phone: _____

City: _____ State: _____ ZIP: _____

Position: _____

Duties: _____

Start Date: _____ End Date: _____

Starting Pay Rate: _____ Final Pay Rate: _____

Reason for leaving: _____

(4) Name of employer: _____ Supervisor: _____

Address: _____ Phone: _____

City: _____ State: _____ ZIP: _____

Position: _____

Duties: _____

Start Date: _____ End Date: _____

Starting Pay Rate: _____ Final Pay Rate: _____

Reason for leaving: _____

Are you able to perform the duties listed in the Position Description for the sought position? Yes No

List all professional and/or trade organizations in which you hold membership that relate to the job you seek:

Please respond to the following questions and comments:

(Use a separate sheet of paper if more space is needed to satisfactorily answer any question)

1. Why are you interested in employment with the Diocese of Evansville?
2. Summarize any special job-related skills and qualifications that you have for the position desired.
3. Describe at least one strength and one weakness that you have in relationship to your sought position.
4. Have you ever been convicted of a crime, other than traffic violations? Please describe. (Conviction will not be an absolute bar to employment)
5. Our business allows for an employee to accumulate sick leave at a rate of one day per month up to a maximum of thirty days. Can you comply with this requirement?

I hereby give authorization to the Diocese of Evansville, to which I am applying for employment, to contact my previous employers and references. *My present employer _____ may or _____ may not be contacted* (check correct response). The Diocese of Evansville is hereby authorized to make inquiries about my character, reputation, and ability. I hereby release and hold harmless anyone supplying any such information from all liability arising out of his or her provision of such information. I hereby consent to take any tests whenever the diocese deems it necessary in any investigation. I will hold no person, corporation, or organization liable for my giving or its receiving information in any such investigation. I understand that upon an offer of employment I may be required to pass a physical examination prior to starting employment.

I hereby certify that, to the best of my knowledge, my replies to all of the foregoing requests are true, complete, and accurate. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I clearly understand that false or misleading statements given on this application or in my interview shall be considered sufficient cause for refusal of employment or dismissal if hired.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the diocese is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. I also understand that this application is not an agreement or contract for employment for any specified period or duration. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Bishop of the Diocese of Evansville or by his designate.

I acknowledge that this application remains in effect for thirty days. At the conclusion of that time if I have not heard from the diocese and still wish to be considered for employment, it will be necessary to reapply.

Date

Signature