



# ST. PATRICK CATHOLIC COMMUNITY THE DIOCESE OF PHOENIX

10815 N. 84<sup>th</sup> St., Scottsdale, AZ 85260

## APPLICATION FOR EMPLOYMENT

The Diocese of Phoenix complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or veteran status, and other categories protected by law. Because of its status as a religious entity, the diocese may consider the candidate's religious affiliation in its employment decisions consistent with State and Federal law.

**PLEASE PRINT USING BLUE OR BLACK INK**

Position applied for		Location		Date of Application	
How did you learn about opening?					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Relative		<input type="checkbox"/> Inquiry	
<input type="checkbox"/> Employment agency		<input type="checkbox"/> Friend		<input type="checkbox"/> Website	
				<input type="checkbox"/> Other Describe _____	
Last Name		First Name		Middle Name	
Social Security Number					
Full Address (street, city, state, zip)					
How long have you lived here? _____ If at this location less than 5 years, list previous addresses on a separate page.					
Telephone Number(s)				E-mail Address	
Best time to contact you at home			Are you currently employed?		May we contact your current employer?
			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filled out an application with the Diocese of Phoenix?			Do any of your friends or relatives work for the Diocese of Phoenix?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name(s) & location: _____		
Have you ever been employed by The Diocese of Phoenix?			If so, give date, position held, location and name used at that time.		
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>			If you are under 18 years of age, can you provide required proof of your eligibility to work?		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently on "lay-off" status and subject to recall?			Can you travel if this job requires it?		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a felony (excluding any sealed or expunged convictions)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, explain:					
<i>(NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)</i>					
Has anyone ever made an allegation of sexual misconduct against you to criminal authorities, your employer, or any place you have volunteered? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain in detail.					

## EDUCATION

High School or GED	Address	City	State	Subjects Studied	
College	Address	City	State	Degree	Major
College	Address	City	State	Degree	Major
Graduate School	Address	City	State	Degree	Major
Trade School	Address	City	State	Degree	Major
Other	Address	City	State	Degree	Major

## SKILLS

Office Equipment

Computer Software

## ADDITIONAL SKILLS

Summarize special job-related skills, training, and qualifications

## ACTIVITIES

List professional, trade, business, or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.*

# EMPLOYMENT HISTORY

Start with your present or last job. Include internships and military service.

Job Title	Company	Start date	End date	Duties
Street address	City	State	Zip	
Supervisor's Name	Starting salary	Reason for leaving		
Supervisor's Title & Dept	Ending Salary			
Supervisor's Phone	May we contact?			

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Street address	City	State	Zip	
Supervisor's Name	Starting salary	Reason for leaving		
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Supervisor's Title & Dept	Ending Salary			
Supervisor's Phone	May we contact?			

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE PIECE OF PAPER

## PROFESSIONAL REFERENCES

Name & Title	Street Address	City/State/Zip	Daytime Phone #	e-mail address
Name & Title	Street Address	City/State/Zip	Daytime Phone #	e-mail address
Name & Title	Street Address	City/State/Zip	Daytime Phone #	e-mail address
Name & Title	Street Address	City/State/Zip	Daytime Phone #	e-mail address

Did you receive a job description or other review of the job functions for this position?

Yes  No

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the job functions for this position?

Yes  No If no, please explain on a separate piece of paper

## APPLICANT'S STATEMENT

I certify that all the information submitted by me on this application is true and complete, and I understand that any false information or omissions will lead to rejection of my application, or, if I am employed, discipline up to and including termination at the time such false information or omissions are discovered.

I authorize investigation of all statements contained in this application for employment, authorize The Diocese of Phoenix to secure information about my background and experience with former employers, education institutions and any relevant agencies, and references and authorize those parties to provide information to The Diocese of Phoenix concerning my background and experience. I release The Diocese of Phoenix and all parties providing information to The Diocese of Phoenix about my background and experience, from any liability whatsoever arising therefrom.

My signature below certifies that I understand that if I am extended an offer of employment by The Diocese of Phoenix, my employment is contingent upon satisfactory completion of a background check.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, my employment relationship with The Diocese of Phoenix is "at will," which means that the Employee may resign at any time and The Diocese of Phoenix may discharge the Employee at any time with or without cause. 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 an authorized Official of any entity of The Diocese of Phoenix.

I further understand and agree that The Diocese of Phoenix's acceptance of this application for employment does not obligate The Diocese of Phoenix to offer me employment.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date