

**Roman Catholic Diocese of Sacramento
EMPLOYMENT APPLICATION**

It is the purpose of the Catholic Diocese of Sacramento, and of all of its many parishes and other parts, to continue the mission and ministry of the Roman Catholic Church:

- by bringing all to a greater personal love and knowledge of God;
- by proclaiming the truths of life and salvation as revealed in Sacred Scripture and Catholic tradition;
- by seeking the Kingdom of God;
- by being in all that we say and do a visible sign of Christ's presence; and
- by sharing in a joyful living community,
 - a community of faith in the Word,
 - a community of worship in sacramental life,
 - a community of love in service,

as we express in our daily lives the teachings, principles, values and practices of the Roman Catholic Church.

All those who associate themselves with us, whether as employees or as volunteers, commit themselves to the following principles:

- To respect the dignity of each person as one called by God and made in God's image and likeness;
- To strive to inculcate Gospel values and Catholic Church teachings in every aspect of their work;
- To maintain standards of professional and personal conduct which reflect the values, principles and teachings of the Catholic Church;
- To contribute by personal example to a climate of Christian faith and Roman Catholic practice;
- To support the official policies and practices of the Roman Catholic Church and of the Roman Catholic Diocese of Sacramento and its Diocesan Bishop.

In addition, all those employees and volunteers who are Catholics are expected to be loyal to the Catholic Church and to exemplify the teachings of the Catholic Church in their personal lives and practices. The Catholic Diocese of Sacramento does hire as employees persons who are not members of the Roman Catholic Church. All non-Catholic employees are required, as a condition of employment, to conduct themselves in a manner that is not incompatible with, or hostile to, the teachings and mission of the Roman Catholic Church.



It is our policy to comply with applicable state and federal laws prohibiting discrimination in employment based on race, age, color, national origin, disability or other protected classification.

PLEASE PRINT

Date of Application: _____

Name: _____
Last First Middle

Business Telephone: () _____ Home Telephone: () _____

Address: _____
No. Street City State Zip Code

Parish _____

✦ Employment Desired

Position applying for: _____

Please indicate the type of employment you are seeking by checking () any of the following which apply.

Regular full-time work: YES NO Days and hours available: _____

Regular part-time work: YES NO Days and hours available: _____

Temporary work: YES NO Dates and hours available: _____

If hired, on what date can you start work? _____

✦ Personal Information

Have you ever applied to or worked for the Diocese of Sacramento before? YES NO
 If yes, when and where? _____

Do you have any relatives working for the Diocese of Sacramento? YES NO
 If yes, state name(s) and relationship. _____

Why are you applying for work at the Diocese of Sacramento? _____

Are you at least 18 years old? YES NO

(If under 18, hire is subject to verification that you are of minimum legal age and have been granted a student work permit, if applicable.)

If hired, can you present proof of your legal right to live and work in the United States? YES NO

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations? YES NO

Have you ever been convicted of a crime other than a traffic violation? YES NO

(Note: when responding to this question, please do not include any of the following types of convictions: (1) misdemeanor convictions for marijuana-related offenses more than two years old; (2) convictions that have been sealed, expunged, or legally eradicated; and (3) misdemeanor convictions for which probation was successfully completed or otherwise discharged and the matter was judicially dismissed. A conviction is not an automatic bar to employment – each case will be considered on its own specific merits.)

If you answered **yes**, please identify /explain the charge, the court, the date of conviction, and the final disposition of the case: _____

Education, Training and Experience

School	Name and Address	No. of Years Completed	Did you graduate?	Degree or Diploma
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
College/ University			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Vocational/ Business			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other			<input type="checkbox"/> YES <input type="checkbox"/> NO	

Many of our services are provided to persons who do not speak English. Do you speak and/or write any foreign language? YES NO

If yes, which language(s) do you SPEAK _____ WRITE _____

Do you have any other experience, training, qualifications or skills which you believe make you especially suited for work at the Diocese of Sacramento? If so, please explain: _____

✦ Employment History

Are you currently employed? YES NO

If so, may we contact your current employer? YES NO

Name of Employer _____

Address _____

Code No. Street City State Zip

Type of Business _____

Telephone No. () _____ Your Supervisor's Name: _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Pay per Hour: _____ Pay per Month: _____ Pay per Year: _____

Work Schedule: Hours per Day: _____ Days per Week _____ Months per Year: _____

Reason for Leaving: _____

Name of Employer _____

Address _____

No. Street City State Zip Code

Type of Business _____

Telephone No. () _____ Your Supervisor's Name: _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Pay per Hour: _____ Pay per Month: _____ Pay per Year: _____

Work Schedule: Hours per Day: _____ Days per Week _____ Months per Year: _____

Reason for Leaving: _____

Name of Employer _____

Address _____

No. Street City State Zip Code

Type of Business _____

Telephone No. () _____ Your Supervisor's

Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Pay per Hour: _____ Pay per Month: _____ Pay per Year: _____

Work Schedule: Hours per Day: _____ Days per Week _____ Months per Year: _____

Reason for Leaving: _____

Name of Employer _____

Address _____

No. Street City State Zip Code

Type of Business _____

Telephone No. () _____ Your Supervisor's

Name: _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Pay per Hour: _____ Pay per Month: _____ Pay per Year: _____

Work Schedule: Hours per Day: _____ Days per Week _____ Months per Year _____

Reason for Leaving: _____

❖ **References** List below three (3) persons not related to you who have knowledge of your work performance within the last three years.

Name: _____
Last First Middle
 Address: _____
No. Street City State Zip Code
 Occupation: _____
 Daytime Telephone: (_____) _____ No. of Years
 Acquainted: _____

Name: _____
Last First Middle
 Address: _____
No. Street City State Zip Code
 Occupation: _____
 Daytime Telephone: (_____) _____ No. of Years Acquainted: _____

Name: _____
Last First Middle
 Address: _____
No. Street City State Zip Code
 Occupation: _____
 Daytime Telephone: (_____) _____ No. of Years Acquainted: _____

APPLICANT'S STATEMENT

Please read carefully and sign below.

I hereby certify that the information in this application form (and any attachments hereto) is true and correct to the best of my knowledge, and I agree to having these statements checked by the Diocese. I authorize my personal references and supervisors to provide information about my previous employment, education, and other matters related to my suitability for employment, and I further authorize those individuals to disclose to the Diocese that information without prior notice to me of such disclosure. I hereby release the Diocese and all other parties from any and all liability for any damages that may result from furnishing such information to the Diocese or any of its agents, employees, or representatives.

I understand that if I have submitted any false or misleading information, or made any material omission from this application, it may result in my failure to receive an offer or, if I am hired, in my dismissal. *I also understand and agree that my employment can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Diocese.* No representative of the Diocese other than the Bishop of Sacramento (or his specific designee) has any authority to agree to the contrary. Further, no representative of the Diocese may alter the at-will nature of the employment unless it is done specifically in a written agreement signed by both of us.

In consideration of my employment, if I become employed by the Diocese I agree to conform to all the rules, policies, and standards of conduct of the Diocese, particularly those principals set forth on page one of this application.

I understand that any offer of employment is conditioned on:

1. My providing satisfactory proof of my identity and legal authority to work in the United States.
2. Obtaining background fingerprint clearance through the California Department of Justice if I am applying for a position in which I will have any contact with minors (children under the age of 18), or if I am later transferred or promoted to such a position within the Diocese; and
3. Obtaining tuberculosis testing clearance, in a manner prescribed by law, if I am applying for a position in which I will have any contact with minors, or if I am later transferred or promoted to such a position within the Diocese.

Applicant's Signature

Date

