



# EMPLOYMENT APPLICATION

The Parish/Diocese does not discriminate in the recruitment, hiring and conditions of employment on the basis of race, color, national origin, marital status, disability, age or veteran status. The Diocese of Fort Worth does reserve the right and in accordance with both Federal and Canon Law to consider religion and gender for some employment positions including clergy and other pastoral positions. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required of the position for which you are applying. Incomplete answers on this application may result in no offer of employment.

(Please Type or Print in Ink)

Position Information	
Position Applied for:	Date of Application:
Position Applying for is: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	

Personal Data			
Last Name	First Name	Middle Name	
Address		City	State Zip Code
Telephone Number(s)		Social Security Number	
Email	Parish Affiliation		

General Information	
How did you find out about this position?	
What interests you about the position for which you are applying?	
When would you be available to begin work?	Salary requirement?
Have you previously worked for the Diocese/Parish? <input type="checkbox"/> Yes <input type="checkbox"/> No	
When and Where?	
Can you travel if a job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO If you are hired, you will be required to furnish proof of your employment eligibility.	
Have you ever been convicted of, pled guilty to, or obtained deferred adjudication for a crime? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, please give dates and circumstances	
<p>A conviction does not automatically mean you will not be offered a job. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Please give all the facts so we can make an informed decision.</p>	

**Employment History (Explain any gaps in employment)**

Current or last employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Salary(monthly) at start \_\_\_\_\_ finish \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ / \_\_\_\_\_  
Name and title of  
Immediate supervisor \_\_\_\_\_ Your title \_\_\_\_\_  
Description of duties \_\_\_\_\_  
Reason(s) for terminating, or considering a change \_\_\_\_\_  
May we contact this employer while we are considering your application?  Yes  No

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Previous employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Salary(monthly) at start \_\_\_\_\_ finish \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ / \_\_\_\_\_  
Name and title of  
Immediate supervisor \_\_\_\_\_ Your title \_\_\_\_\_  
Description of duties \_\_\_\_\_  
Reason(s) for terminating, or considering a change \_\_\_\_\_  
May we contact this employer while we are considering your application?  Yes  No

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Previous employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Salary(monthly) at start \_\_\_\_\_ finish \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ / \_\_\_\_\_  
Name and title of  
Immediate supervisor \_\_\_\_\_ Your title \_\_\_\_\_  
Description of duties \_\_\_\_\_  
Reason(s) for terminating, or considering a change \_\_\_\_\_  
May we contact this employer while we are considering your application?  Yes  No

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Previous employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Salary(monthly) at start \_\_\_\_\_ finish \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ / \_\_\_\_\_  
Name and title of  
Immediate supervisor \_\_\_\_\_ Your title \_\_\_\_\_  
Description of duties \_\_\_\_\_  
Reason(s) for terminating, or considering a change \_\_\_\_\_  
May we contact this employer while we are considering your application?  Yes  No

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**Education History**

Dates (Start with most recent)	School Name and address (City, State, Zip)	Type of School	Name of Program or Degree	Program Completed?
Leave blank		High School	Diploma	Yes No
Started ___/___/___ Ended ___/___/___				Yes No
Started ___/___/___ Ended ___/___/___				Yes No
Started ___/___/___ Ended ___/___/___				Yes No

**Volunteer Experience**

Please list your volunteer experiences with other churches, civic or non-profit organizations

Organization	Duties	Dates	Contact	Phone

**Language Proficiency**

Indicate any languages besides English that you speak, read, and/or write that will assist in the position sought.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

**Other Experience**

State any additional information you feel may be helpful to us in considering your application.


**References**

Reference Name	Address (City, State, Zip)	Daytime Phone	How long have you known this person?	Has this person agreed to provide a reference?
Professional/Civic			Years	Yes No
Professional/Civic			Years	Yes No
Personal			Years	Yes No
Personal			Years	Yes No
Family member			Years	Yes No

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

I understand that I can withdraw from the application process at any time

I authorize investigation by the Diocese of Fort Worth of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed the greater of 30 days or the number of days the specific position to which this application pertains is open. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

**I UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH THE DIOCESE OF FORT WORTH WOULD BE OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE DIOCESE MAY DISCHARGE EMPLOYEE AT ANY TIME AND FOR ANY OR NO REASON. 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 A DULY APPOINTED OFFICIAL OF THE DIOCESE.**

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Diocese of Fort Worth.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date