



ARCHDIOCESE OF WASHINGTON

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447
 Mailing Address: Post Office Box 29260, Washington, DC 20017-0260
 301-853-4500 TDD 301-853-5300

Office of Human Resources
 Phone: (301) 853-4513
 Fax: (301) 853-7680

Application for Employment

NOTE: Do not complete this form if applying for a position in Archdiocesan Catholic Schools (request a *Catholic Schools Application*).

Last Name	First	Middle	Date
Present Street Address	City	State	Zip
			Daytime Phone
			Evening Phone
Permanent Address (If different from present address)			Cell Phone
			E-Mail Address
Have you even been employed by an Archdiocesan location? Yes No			Are you 18 years of age or older?
If Yes, give details: _____			YES NO
I am interested in Employment Opportunities that are: FULL-TIME PART-TIME			
I am a U.S. Citizen or an alien authorized to work in the U.S. YES NO			
Position(s) of Interest: 1) _____ 2) _____ 3) _____			
Required Salary: _____		Date available for work _____	
Available to Work Overtime, if necessary: YES NO			

EDUCATION	Name and location of School	Years/Credit hrs. completed	Major/Minor and Degree Received
High School		Diploma/ GED Yes No	
College			
Postgraduate School			
Other Training or Certifications			

The *Archdiocese of Washington and Archdiocesan locations* comply with all applicable laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of any protected status and offer reasonable accommodations to otherwise qualified individuals with disabilities. Acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

EMPLOYMENT HISTORY-

Please list all employment history beginning with your present or most recent position first. Use additional pages if needed. Include all other names worked under if different than the name you used on this application.

Company/Organization Name		Phone ()
Address		Employed (Month & Year) From To
Title	Weekly Salary Starting Ending	Reason for leaving
Duties		

Company/Organization Name		Phone ()
Address		Employed (Month & Year) From To
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Duties		

Company/Organization Name		Phone ()
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Company/Organization Name		Phone ()
Address		Employed (Month & Year) From To
Title	Weekly Salary Starting Ending	Reason for leaving
Duties		

BUSINESS REFERENCES

Name: _____ Phone No. () _____ - _____

Business Relationship: _____ Email Address: _____

Name: _____ Phone No. () _____ - _____

Business Relationship: _____ Email Address: _____

Name: _____ Phone No. () _____ - _____

Business Relationship: _____ Email Address: _____

Complete the following, if applicable: Typing Speed: _____ wpm Shorthand: _____ wpm

I rate my knowledge of the following computer software rate as: 1=Advance, 2= Average, 3= Beginner, 4= None
____ Microsoft Word ____ Excel ____ Access ____ Outlook

Other(s) _____

IMPORTANT – PLEASE READ THIS

You must complete questions I, II, III & IV if the position(s) for which you are applying will involve substantial contact with minors or other vulnerable individuals, i.e. elderly, mentally or emotionally handicapped, etc.

- I. Has a complaint (civil, criminal, or otherwise) ever been filed against you that alleged any inappropriate conduct with minors, sexual misconduct, or child abuse by you (including internal complaints given to management or supervisors at places of employment)? ___ YES ___ NO

If yes, please explain. Please include in your explanation the offense alleged and the disposition of the matter, including: the date and jurisdiction of any conviction; guilty plea; *nolo contendere* plea (no contest); finding of guilt following a trial; or, the receipt of probation before judgment.

- II. Has a complaint (civil, criminal, or otherwise) ever been filed against you that alleged your participation in, facilitation of, or failure to report any inappropriate conduct with minors, sexual misconduct, or child abuse by another (including internal complaints given to management or supervisors at place of employment)? ___ YES ___ NO

If yes, please explain. Please include in your explanation the offense alleged and the disposition of the matter, including: the date and jurisdiction of any conviction; guilty plea; *nolo contendere* plea (no contest); finding of guilt following a trial; or, the receipt of probation before judgment.

III. Have you ever chosen not to continue any employment, had your employment terminated, or been subject to any disciplinary action, for reasons relating to allegations of inappropriate conduct with minors, sexual misconduct, or child abuse by you? ___ YES ___ NO

If yes, please explain. Please include in your explanation the offense alleged and the disposition of the matter, including: the date and jurisdiction of any conviction; guilty plea; *nolo contendere* plea (no contest); finding of guilt following a trial; or, the receipt of probation before judgment.

IV. Have you ever been convicted of, plead guilty to, plead *nolo contendere* (no contest) to, been found guilty following a trial, or received probation before judgment for any crime (felony or misdemeanor) other than a minor traffic violation? ___ YES ___ NO

If yes, please explain. Please include in your explanation the crime alleged and the disposition of the matter, including: the date and jurisdiction of any conviction; guilty plea; *nolo contendere* plea (no contest); finding of guilt following a trial; or, the receipt of probation before judgment.

IMPORTANT – The following must be read and signed.

I hereby confirm that the information provided in this application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I hereby authorize the Archdiocese of Washington to conduct, obtain, and review state and federal criminal background checks based on the personal identification information I have provided herein. I hereby grant the Archdiocese of Washington permission to check my background and references as set forth above. Except in the case of its negligent misuse of the information obtained, I hereby release the Archdiocese of Washington, its officers, directors, agents, employees, or representatives from any and all claims arising from or in connection with my background screening.

If employed, I will abide by the policies and procedures of the Archdiocese of Washington. I understand and acknowledge the Roman Catholic religious nature of the Archdiocese. I understand and acknowledge that, in accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, archdiocesan employees must conduct themselves with integrity and act in a manner consistent with the official teachings, doctrines, laws, and policies of the Roman Catholic Church. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Upon termination, I authorize the release of reference information by the Archdiocese of Washington and Archdiocesan locations.

I further understand that, while not all positions are security sensitive, all persons who will have substantial contact with minors are required to undergo a state and federal criminal background check before working with minors. Other positions that may require undergoing this clearance process may include, but are not limited to, payroll, bookkeeping, accounting, and maintenance.

I will be required to furnish proof of identity and eligibility to work in the U.S. once a conditional job offer has been made. I understand that, if hired, I will be subject to employment at-will.

Signature: _____ Date: _____

Full Name: _____

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This section to be completed by Pastor or Agency Director Only

The necessity of passing a state and federal criminal background check for positions involving substantial contact with minors or other vulnerable persons while working has been explained to this applicant. Offers of employment are contingent upon the applicant successfully passing the state & federal criminal background check. References will be checked before extending an offer of employment. Completed applications are to be sent immediately to the Office of Human Resources, Archdiocese of Washington, P.O. Box 29260, Washington, D.C. 20017-0260.

Signature

Date

Full Name

(Area code) Telephone number

Name of Location

Location Number _____