



An Equal Opportunity Employer M/F

Application for Employment

| General | | | | |
|--|--|--|-------------------------|------|
| Last Name | | First Name | Middle | Date |
| Street Address | | | Home Phone | |
| City, State, Zip Code | | | Business/Cell Phone | |
| Position Desired | | Are you at least 18 years of age? | Social Security Number | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Availability (check all that apply): | | | Date Available for Work | |
| <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time | | | | |
| Salary Desired | Will you work overtime? | How did you learn of this opening? | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Have you ever worked for the Diocese of Orlando? | | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes' please state when and where: | | | | |
| Is there any reason why you would be unable to perform the duties for the position for which you applied? | | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes' please explain: | | | | |
| Are you legally entitled to be employed in the US, and able to provide proof of this eligibility as required by the Form I-9? | | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Note: The Diocese of Orlando and its affiliated entities participate in E-Verify. | | | | |
| Have you ever entered a plea of guilty or nolo contendere, or been convicted of a crime? | | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes' please provide the following information: | | | | |
| Nature of crime: _____ | | | | |
| Penalty Imposed: _____ | | | | |
| Date of conviction(s): _____ | | | | |
| Your age at the time of conviction(s): _____ | | | | |
| Note: A conviction record will not necessarily be a bar to employment; factors including but not limited to, age at the time of the offense, job duties, seriousness and nature of the violation and rehabilitation will be taken into account. | | | | |
| Are there presently any criminal charges against you? | | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes' please provide details: | | | | |
| Do you agree to disclose any future criminal violations if hired? | | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |

Please provide accurate, complete full-time and part-time employment information. Complete all areas even if a resume is included with your application. Start with your present or most recent employer. All information must be supplied on this application.

| Employment History | |
|--|-----------------------------------|
| Present or Most Recent Employer | Dates of Employment |
| Address | Telephone |
| Position/Title Supervisor | Starting and Ending Salary |
| Describe your Duties/Responsibilities | Reason for Leaving |
| Previous Employer (if employed less than 10 years in above job) | Dates of Employment |
| Address | Telephone |
| Position/Title Supervisor | Starting and Ending Salary |
| Describe your Duties/Responsibilities | Reason for Leaving |
| Previous Employer (if employed less than 10 years total in prior two jobs) | Dates of Employment |
| Address | Telephone |
| Position/Title Supervisor | Starting and Ending Salary |
| Describe your Duties/Responsibilities | Reason for Leaving |
| Please explain any periods of unemployment and/or any other information relevant in assessing your qualifications for employment: | |
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| Education | | | | | | | | | | | | | | | | |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | High School | | | | Technical College | | | | College | | | | Graduate School | | | |
| Name and Location | | | | | | | | | | | | | | | | |
| Highest Level Completed | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Degree(s) | | | | | | | | | | | | | | | | |
| Major Studies | | | | | | | | | | | | | | | | |
| Grade Point Average (GPA) | | | | | Overall GPA | | | | Major GPA Overall GPA | | | | Overall GPA | | | |

List below any extra-curricular activities, offices held, awards/honors received, civic or volunteer activities and/or additional courses/seminars completed.

| Skills and Abilities |
|--|
| <i>List professional licensure(s), registration(s), and/or certification(s) (i.e.- teacher certification, RN, LPN, CPA) below:</i> |
| <hr/> <hr/> |
| <i>List any relevant work experiences, trainings, special skills or achievements, including bilingual ability:</i> |
| <hr/> <hr/> <hr/> |

In your own handwriting, please give a brief explanation of why you would like to work for the Diocese of Orlando:

The Diocese of Orlando (“Diocese”) recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, national origin, ancestry, physical disability, mental disability, medical condition, sex, age, pregnancy, veteran status or political affiliation. The Diocese reserves the right to be the sole judge of merit, competence and qualifications and can favor Catholic applicants and co-workers in all employment decisions. In addition, by applying for a position with the Diocese and accepting the position, you agree to conduct yourself in accordance with the teachings of the Catholic Church as applied by the Bishop of the Diocese of Orlando.

The above statements are true to the best of my knowledge. I understand that misrepresentation or omission of facts called for on this application is cause for dismissal. I also understand that should I be employed, my employment may be terminated at the will and complete option of the Diocese of Orlando.

I hereby authorize the prospective employer to make any direct inquiries it desires concerning me, and also authorize and request each former employer and school or college to answer all questions that may be asked in connection with my application for employment and to furnish the Diocese of Orlando with transcripts, personnel files and other records concerning my qualifications for this job.

Any offer for employment will be conditioned upon participation in and successful completion of a criminal background investigation involving consumer reports including investigative consumer reports. In conjunction with a conditional offer of employment, you will receive the appropriate disclosures and requests for authorization for the criminal background investigation.

Signature of Applicant: _____ **Date:** _____

This employment application is active for a period of one year. Should you wish to be considered for employment after one year, you must contact the Diocese of Orlando to reactivate the application. Resumes are welcome, but should not be given in lieu of information requested.