



# Roman Catholic Diocese of Dallas Employment Application

**This form is not complete until a  
Diocesan Screening Form has been submitted.**

We request the following information to help us make the best possible placement. You should complete all portions of this application that pertain to you. We appreciate the time you spend in completing this form.

Name \_\_\_\_\_ Goes By \_\_\_\_\_  
LAST FIRST MIDDLE

Home Telephone No. \_\_\_\_\_ Alternate Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

E-Mail Address \_\_\_\_\_

Are you a United States citizen or alien legally authorized to work in the United States?  Yes  No

Have you ever filed an application with us before?  Yes  No

If Yes, please give date and location: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If Yes, please give date, location and reason for leaving: \_\_\_\_\_

Referred to the Catholic Diocese by: \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Employment Preference:  Full time  Part time - Date available \_\_\_\_\_

Summer  Temporary - Dates/Hours available \_\_\_\_\_

### Education - Training

| Name and Address | Major/Subject/Course /Degree | Circle Year Completed | Did You Graduate?  |
|------------------|------------------------------|-----------------------|--|
| High School      |                              | 1 2 3 4               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| College          |                              | 1 2 3 4               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Graduate Studies |                              | 1 2 3 4               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other (Specify)  |                              | 1 2 3 4               | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please list below present and past employment, to include military service, **beginning with the most recent.** Please complete *all* items and be specific. If you have a resume, please attach it to the application.

|          |  |                      |                    |           |
|----------|--|----------------------|--------------------|-----------|
| <b>1</b> | Company  | Address              |                    | Telephone |
|          | Dates Employed<br>From:                      To: | Final Weekly<br>Pay: | Name of Supervisor |           |
|          | Your Title                                       | Your Duties          |                    |           |

Reason for Leaving

|          |  |                      |                    |           |
|----------|--|----------------------|--------------------|-----------|
| <b>2</b> | Company  | Address              |                    | Telephone |
|          | Dates Employed<br>From:                      To: | Final Weekly<br>Pay: | Name of Supervisor |           |
|          | Your Title                                       | Your Duties          |                    |           |

Reason for Leaving

|          |  |                      |                    |           |
|----------|--|----------------------|--------------------|-----------|
| <b>3</b> | Company  | Address              |                    | Telephone |
|          | Dates Employed<br>From:                      To: | Final Weekly<br>Pay: | Name of Supervisor |           |
|          | Your Title                                       | Your Duties          |                    |           |

Reason for Leaving

**If employment history is more than three companies,  
please submit additional information with this application.**

May we contact the above employers and/or schools, etc. for reference checking purposes?  
 Yes    No

Please identify any employer you do not wish for us to contact by number? \_\_\_\_\_

**Skills: Check those that you are proficient in.**

- |   |  |
|---|--|
| <input type="checkbox"/> Ten Key by Touch         | <input type="checkbox"/> Microsoft Office (Current Versions) |
| <input type="checkbox"/> Minimum Typing of 50 wpm | <input type="radio"/> Word                                   |
| <input type="checkbox"/> Other _____              | <input type="radio"/> Excel                                  |
|   | <input type="radio"/> Access                                 |
|   | <input type="radio"/> Publisher                              |
|   | <input type="radio"/> PowerPoint                             |
|   | <input type="radio"/> Outlook                                |

**References:**

Please list names, addresses and phone numbers of 3 references, including one family member. One reference from previous employer is **required**.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Other Information:**

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes, provide details, dates, places, matter of offense and results.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has bond or security clearance ever been denied or canceled?  Yes  No

If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

The Roman Catholic Diocese of Dallas is an equal opportunity employer and all qualified applicants will receive consideration for employment without any form of discrimination prohibited by Federal or State Laws. No information on this application will be used for the purpose of discrimination.

I understand that receipt of this application by the Roman Catholic Diocese of Dallas does not guarantee a job interview or offer of employment. I agree to and understand that I must submit to and pass a background and reference check if offered employment.

I voluntarily grant the Roman Catholic Diocese of Dallas the right to investigate and verify the information statements I have provided in this application and I further authorize all law enforcement, credit companies, educational institutions, employers and similar persons and entities to furnish the Roman Catholic Diocese of Dallas information about me.

I hereby release the Roman Catholic Diocese of Dallas and its representatives from any and all liability for seeking and using such information and further release the disclosing persons or entities from any and all liability for furnishing such information.

I understand the employment that may be offered is at will and is not guaranteed for any particular length of time and that both the Roman Catholic Diocese of Dallas and I remain free to terminate the relationship at any time, either with or without cause or with or without notice. I understand that no representative of the Roman Catholic Diocese of Dallas has the authority to make any assurance to the contrary. In the event of employment, I agree to conform to the rules and regulations of the Roman Catholic Diocese of Dallas.

This application will be considered for a period of sixty (60) days and any position sought with the Roman Catholic Diocese of Dallas subsequent to that time will require a new application.

I certify that the statements I have made on this application are true and correct. I understand that such information will be relied upon in considering my application for employment and that any misrepresentation or omission of any statements made by me on this application is grounds for disqualification from further consideration or for immediate dismissal from employment.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED