



**CATHOLIC DIOCESE OF SPOKANE**  
The Chancery

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**APPLICATION FOR EMPLOYMENT**

**PLEASE READ THIS FIRST**

Thank you for your interest in employment with the Catholic Diocese of Spokane.

**PLEASE READ AND FOLLOW THESE INSTRUCTIONS:**

- ✓ This application form is electronically fillable and printable.
- ✓ Please include dates of employment, job title, reasons for leaving, schools you attended, current mailing address, telephone number(s) and social security number.
- ✓ Please include contact information for previous employers.

**EQUAL OPORTUNITY STATEMENT**

The Catholic Diocese of Spokane promotes equal opportunity in all employment decisions and does not unlawfully discriminate against any applicant on the basis of race, national origin, sex, disability or medical condition, age, religion, veteran's status, genetic information, marital status, or any other criteria protected by Federal and State law. The diocese reserves the right to favor Catholic applicants and to consider Catholic teachings in employment decisions, which directly impact the church's pastoral mission.

In accordance with the Americans with Disabilities Act, applicants are welcome to request needed accommodations for any portion of the application process by asking for assistance.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position applying for:

**Please complete, print, sign and mail or e-mail this application and required additional materials to the address listed in the job posting or advertisement.**

**WORK PREFERENCES**

Check all that apply:      Full-Time      Part-Time      Temporary

Date you can begin work: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you have any commitments or agreements that might affect your employment with the Diocese of Spokane?      \_\_\_\_ NO      YES, explain here

**AUTHORIZATION TO WORK**

The Catholic Diocese of Spokane hires only individuals who are legally eligible to work in the United States. If you receive an offer from the Catholic Diocese of Spokane and you accept the offer, you will be required to document that you are a US Citizen or an alien who is authorized to work in the United States before you are placed on the payroll.

Are you a United States Citizen or a lawful permanent resident?      YES      NO

What type of Visa and employment authorization do you have? \_\_\_\_\_

**EDUCATION AND TRAINING**

Schools Attended (Last School First) Name of School/City/State	Attendance Dates Month/Year From To	Graduated Yes/No	Degree Type	Major/ Minor	Accumulative Grade Point

Other job related Education Institutions, Licenses, Certifications, etc.

**SPECIAL SKILLS:** Please include clerical, computer, software programs, wpm, mechanical, languages, etc.

**WORK EXPERIENCE**

Start with your present or last position and work back, including military experience. Have you ever been employed in any position under a different name? If yes, state the name used. \_\_\_\_\_

May we contact your current employer?      YES      NO

Have you previously worked for the Catholic Diocese of Spokane?      NO      YES, in what capacity?

Employer (Include full address and phone number)	Name of Supervisor	Employment Dates		Final Salary	Full-Time or Part-Time (if part-time, hours worked per week)
		Start	End		
Job Title					

Summary of job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer (Include full address and phone number)	Name of Supervisor	Employment Dates		Final Salary	Full-Time or Part-Time (if part-time, hours worked per week)
		Start	End		
Job Title					

Summary of job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer (Include full address and phone number)	Name of Supervisor	Employment Dates		Final Salary	Full-Time or Part-Time (if part-time, hours worked per week)
		Start	End		
Job Title					

Summary of job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



**CONVICTION RECORD**

Have you ever been convicted of a violation of any local, state or federal law, other than minor traffic violations?  
 (This includes a plea of guilty or no contest)

NO      YES, list all convictions below, from the oldest to the most recent

Date of Conviction		Mark Appropriate Box		Offense (Do NOT use abbreviations)
Month	Year	Misdemeanor	Felony	

**As an applicant for employment with the Diocese of Spokane, I understand that:**

- ♦ Misrepresenting or falsifying information or significant omissions will invalidate my application or result in discipline up to and including dismissal from employment if discovered at a later date.
- ♦ My employment is contingent upon the results of a criminal background check. The results may disqualify me or end my employment.
- ♦ If my application for employment is accepted, the effective date of my employment will be the time I actually begin to work.
- ♦ If I am employed, I agree to comply with and be bound by the Catholic Diocese of Spokane Code of Conduct and Lay Employee Handbook.
- ♦ The employment relationship between me and the Catholic Diocese of Spokane is entirely voluntary. This means that my employment is not guaranteed for any term, and my employment may be ended by me or the Diocese of Spokane for any reason. No Catholic Diocese of Spokane official is authorized to make a verbal commitment or promise of continued employment.
- ♦ All information (including information on any accompanying resume) is subject to verification.
- ♦ I authorize and consent to my current and prior employers, educational institutions, and persons or organizations named in this application (or accompanying resume) to release any information to the Diocese of Spokane that may be required to make an employment decision. Further, I hereby release from liability and hold harmless all persons and corporations supplying this information to the Diocese of Spokane and/or its agents.
- ♦ A photocopy of this authorization is as effective as the original.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_