

# ARCHDIOCESE OF GALVESTON-HOUSTON

## Application for Employment

Date: \_\_\_\_\_

Email address: \_\_\_\_\_

<b>PERSONAL</b>	<b>PRINT NAME</b> _____ <small>LAST                      FIRST                      MIDDLE                      MAIDEN</small>				<b>SOCIAL SECURITY NO.</b> -      -		
	<b>ADDRESS</b> _____ <small>STREET</small>						
	<small>CITY</small>		<small>STATE</small>		<small>ZIP</small>	<small>TELEPHONE</small>	
	<b>IN CASE OF EMERGENCY, NOTIFY</b> _____ <small>NAME                                      ADDRESS                                      TELEPHONE</small>						
<b>JOB INTEREST</b>	<b>POSITION DESIRED</b>			<b>REFERRED BY</b>			
	<b>DATE AVAILABLE</b>			<b>SALARY DESIRED</b>			
	<b>LIST NAMES OF RELATIVES EMPLOYED BY DIOCESE/PARISH</b> _____ _____						
	<b>WERE YOU EVER EMPLOYED BY THE CATHOLIC CHURCH? __ YES __ NO</b> <b>IF YES, WHERE AND WHEN?</b> _____						
	<b>HAVE YOU ANY PHYSICAL LIMITATIONS THAT PROHIBIT PERFORMANCE OF WORK FOR WHICH YOU ARE BEING CONSIDERED? __ YES __ NO</b> <b>IF YES, PLEASE DESCRIBE:</b> _____ _____						
<b>EDUCATION</b>	<b>HIGH SCHOOL</b>		<b>NAME</b>		<b>CITY/LOCATION</b>	<b>DEGREE/MAJOR</b>	<b>YEAR GRAD. CREDIT/HOURS</b>
	<b>COLLEGE</b>						
	<b>OTHER</b>						
	<b>FOREIGN LANGUAGE</b>				<b>FLUENCY IN SPEAKING</b> ____		<b>IN WRITING</b> ____
	<b>OTHER SPECIALIZED SKILLS</b>						
	<b>HOBBIES</b>						
<b>EXPERIENCE</b>	<b>STATE BRIEFLY ANY SPECIAL EXPERIENCE OR QUALIFICATIONS:</b>						
	_____						
	_____						
	_____						

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 5 YEARS? \_\_ YES \_\_ NO      IF YES, DESCRIBE:  
 \_\_\_\_\_

EMPLOYMENT HISTORY						
PLEASE LIST ALL EMPLOYMENT STARTING WITH PRESENT OR MOST RECENT EMPLOYER						
ACCOUNT FOR ALL PERIODS, INCLUDING UNEMPLOYMENT						
USE ADDITIONAL SHEET IF NECESSARY						
DATES MONTH & YEAR	EMPLOYER'S NAME ADDRESS AND PHONE NO.	1. JOB TITLE 2. DEPARTMENT 3. NAME OF SUPERVISOR	DESCRIBE MAJOR DUTIES	WAGES	REASON FOR LEAVING	
FROM				STARTING \$ PER		
TO				FINAL \$ PER		
FROM				STARTING \$ PER		
TO				FINAL \$ PER		
FROM				STARTING \$ PER		
TO				FINAL \$ PER		

**REFERENCES**

NAME	OFFICE & RESIDENTIAL PHONE NO.	OCCUPATION

**Pre-Employment Understanding**

I voluntarily give the Diocese the right to make a thorough investigation of my current and former employment and activities and release from all liability or responsibility all persons, companies or corporations supplying such information.

I agree that the entire contents of this application form, as well as the report of any such investigation, may be used by the Diocese for any administrative purpose.

I further understand that any false answers or statements made by me on this application or any supplement thereto, or in connection with the above mentioned investigation, will be sufficient grounds for immediate discharge.

I further understand that as a condition of employment I will be asked to complete and sign the necessary forms to comply with the Ethical Policies of the Diocese of Galveston-Houston.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

The Diocese of Galveston-Houston is an Equal Opportunity Employer.

INTERVIEW COMMENTS	INTERVIEW COMMENTS
BY _____ DATE _____	BY _____ DATE _____
REC.FOR HIRE	REC.FOR HIRE
POSITION	POSITION

HIRED \_\_\_\_\_ POSITION \_\_\_\_\_ SALARY \_\_\_\_\_ DEPARTMENT \_\_\_\_\_