

APPLICATION FOR EMPLOYMENT DIOCESE OF VICTORIA

Fill out the application form completely. If questions are not applicable, enter "NA". **Do not leave questions blank.** Be sure to sign when completed. The Diocese of Victoria is an Equal Opportunity Employer. However, because we are part of the Catholic Church, some positions may only be available to Catholics who are in good standing with the Church.

Name _____ Social Security No. _____ - _____ - _____
Last First Middle

Address _____
Street City State Zip Code

List previous address, if at present address less than 2 years

Address _____
Street City State Zip Code

Home Telephone Number _____ Work Telephone Number _____

E-mail Address _____

List any other names used if different from name on this application _____

Position Applied For: _____ Date Available: _____

_____ Full-Time _____ Part-Time Are you willing to work hours other than 8-5? _____ Yes _____ No

What days are you able to work? _____ Current Driver's License # _____

If the position you are applying for requires membership in a Catholic parish or faith community (as indicated in the minimum requirements for the position), please identify your parish/community.

Have you previously been employed by the Diocese of Victoria or any of its parishes, schools or other entities?

_____ Yes _____ No If yes, list entity, dates, supervisor and reason for leaving _____

Do you speak a language other than English? _____ Yes _____ No What language(s)? _____

How Fluently? _____ Fair _____ Good _____ Excellent

Do you write in a language other than English? _____ Yes _____ No If yes, which language(s) _____

Approximately how many words per minute do you type? _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

(Proof of employment eligibility will be required upon employment) _____ Yes _____ No

Have you been convicted of a felony or been released from incarceration for a felony? _____ Yes _____ No

If yes, please explain: Please note that an affirmative response to the above question will not necessarily bar you from employment.) _____

Applicants will be subject to a background check for criminal record and a report of clearance is required for employment in the Diocese of Victoria.

Are you at least 18 years old? _____ Yes _____ No

How did you hear of this opening? _____

Please list specific newspaper, etc.

EDUCATION/SKILLS: (Note: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications and registrations.) Indicate highest grade level completed _____ Did you graduate from high school or receive GED? _____ Yes _____ No

Type of School	Name and Address of School	Dates Attended From / To	Date Graduated	List Degree & Date
College				
College				
Technical, Vocational or Business School				
High School				

SPECIAL TRAINING/SKILLS/QUALIFICATIONS: List all job related training or skills you possess and machines or office equipment you can use, such as calculators, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all of the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire, or if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.
- 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.
- If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.
- I authorize the Catholic Diocese of Victoria to conduct a criminal background check, arrest records check, abuse registry check, and driving record check as a condition of my employment.
- I understand that a criminal background check will be conducted prior to and during my service. I authorize investigations of all statements contained in this application.
- I agree to observe all of the Catholic Diocese of Victoria guidelines and policies for the job for which I am applying.
- I understand that the Catholic Diocese of Victoria has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Catholic Diocese of Victoria cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.
- I understand that I may withdraw from the application process at any time.
- I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of employment and that refusal to inform the Catholic Diocese of Victoria of the contents of a sealed criminal record will result in the automatic denial of the application.
- My signature indicates that I have read and understand the above.
- My signature indicates that I have reviewed this application and have noted any missing information.

Applicant Signature _____

Date: _____

PREVIOUS EXPERIENCE:

PLEASE LIST NAME, ADDRESS, AND PHONE NUMBER OF PREVIOUS EMPLOYMENT, MILITARY EXPERIENCE WITH MOST RECENT EXPERIENCE FIRST.

Name of Organization _____ From _____ To _____

Address _____

Phone Number _____ Supervisor _____

Status: ___ Full Time ___ Part Time Other Specify: _____

Salary: Starting _____ Last _____ Job Title _____

Reason for Leaving _____

Duties and responsibilities of position _____

Name known by (if different than present name) _____

Name of Organization _____ From _____ To _____

Address _____

Phone Number _____ Supervisor _____

Status: ___ Full Time ___ Part Time Other Specify: _____

Salary: Starting _____ Last _____ Job Title _____

Reason for Leaving _____

Duties and responsibilities of position _____

Name known by (if different than present name) _____

Name of Organization _____ From _____ To _____

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Salary: Starting _____ Last _____ Job Title _____

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 Status: ___ Full Time ___ Part Time Other Specify: _____
 Salary: Starting _____ Last _____ Job Title _____
 Reason for Leaving _____
 Duties and responsibilities of position _____

 Name known by (if different than present name) _____

Name of Organization _____ From _____ To _____
 Address _____
 Phone Number _____ Supervisor _____
 Status: ___ Full Time ___ Part Time Other Specify: _____
 Salary: Starting _____ Last _____ Job Title _____
 Reason for Leaving _____
 Duties and responsibilities of position _____

 Name known by (if different than present name) _____

We may contact the employers listed above unless you indicate those you do not want us to contact:

Name of employer(s) _____

Reason: _____

REFERENCES:

Give names, address and telephone number of three references who are not related to you and are not previous supervisors:

1. _____

2. _____

3. _____

If applicable, in your own handwriting, please answer the following:

What are the strengths you bring to the position?

Return completed application to:

<i>Physical Address:</i> The Diocese of Victoria Chancery Office 1505 E Mesquite Ln Victoria, TX 77901	<i>Mailing Address:</i> The Diocese of Victoria Attn: Business Office PO Box 4070 Victoria, TX 77903
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