



Equal Opportunity Employer

Date \_\_\_\_\_

# Employment Application

*We recruit, hire and promote on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability or veteran status. We reserve the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in all employment decisions.*

New Applicant                       Rehire

**PERSONAL INFORMATION**

Last Name	First	Middle
Street Address		
City, State, Zip		Phone
Have You Ever Been Employed in the Diocese of San Diego, or Any Catholic Diocese? Yes ___ NO ___ If "Yes", Please State When & Where		
If Hired, Can You Furnish Proof That You Are Either a U.S. Citizen, or Otherwise Legally Permitted To Work in the United States? Yes ___ No ___		
Have You Ever Been Convicted of a Crime? <i>(Under California law, you may exclude convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was completed and the case was dismissed.)</i> Yes ___ No ___ <b>If "Yes", Please Explain on Page 4</b>		
Position Desired	Salary Desired	Date You Can Start
		Full Time ___ Part Time ___

**EDUCATION AND SKILLS**

NAME AND LOCATION OF SCHOOL	NO. YEARS COMPLETED	MAJOR	DEGREE
High School			
College			
Graduate School			
Professional, Trade School, or Other			
Computer Skills (check all that apply)			
<input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Web Design <input type="checkbox"/> Database Applications <input type="checkbox"/> Power Point <input type="checkbox"/> Other _____			

**Please List All Full Time and Part Time Positions Which You Have Held For the Past Ten Years Starting With Your Current or Most Recent Position. Please Explain All Periods of Unemployment Using the Space Provided On Page 4.**

**EMPLOYMENT INFORMATION**

Company Name	Dates Employed (Month and Year) From                      To
Address	Phone
Position/Title Supervisor	Reason For Leaving
Briefly Describe Your Duties and Responsibilities	Supervisor Contact # Ok to contact?

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**List Three Professional References You Have Known At Least One Year to Whom You Are Not**

Related

**REFERENCES**

Name	Address and Phone Number	Title
1.		
2.		
3.		

United States Military Service					
Dates From	To	Service Branch	Initial Rank	Final Rank	Type of Discharge
Specialty					
Do You Have Relatives Employed In The Diocese of San Diego? If "Yes", Give Name(s) and Location(s) Yes ____ No ____					
Comments, Special Skills, Interests, Languages, Qualifications or Accomplishments Not Previously Noted					

***Please Read Carefully Before Signing***

I, understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term unless it is in writing and signed by an authorized representative. I understand and agree that I may resign my employment with this employer at any time for any reason and that my employment may be terminated at the will of the employer at any time for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by the employer are not contractual in nature and may be amended or abolished at the sole discretion of the employer. I further understand that the employment relationship between the employer and its employees may be governed by canon law as well as civil law.

The employer will not deny employment to any applicant solely because the person has been convicted of a crime. The employer, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Pursuant to the Immigration Reform and Control Act, the employer will employ only those individuals who are eligible to work in the United States. Accordingly, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

I clarify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief, and I understand that any misrepresentation or omission of material fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Use This Space To Explain Periods of Unemployment Or For Additional Comments On Employment History:**


# **PRE-APPLICATION STATEMENT FOR EMPLOYMENT IN THE CHURCH**

## **Diocese of San Diego**

The Church needs the service of dedicated lay persons who have a clear knowledge and proper understanding of the teachings of the Church with a firm adherence to those teachings, and whose words and deeds are in conformity with the Gospel. Those employed by the Church in our parishes, Catholic schools and other institutions, as co-workers in the vineyard of the Lord, are rightly expected to be practicing Catholics whose faith is an essential part of their daily lives, and who participate fully in the communal worship and life of the Church.

To be employed by the Church, persons of good faith who are not Catholic must have an understanding of the Catholic Church and her teachings and respect the Catholic vision on important social, moral and ethical issues.

The Catholic Church has a special commitment to the poor, the oppressed and the immigrant. It is committed to promoting a “Culture of Life” from the moment of conception to the moment of natural death. It believes in the inherent dignity of the human person, created in the image and likeness of God, and possessing basic rights endowed by God, including the right to life, the right to religious liberty, and the right to be treated justly with dignity and respect. It believes that conjugal love and human procreation are gifts from God to be shared only by those joined in marriage as established by God himself. It believes that all persons are called by God to live chaste lives by virtue of their own dignity and according to their state of life. It believes in the rights of workers to just working conditions, to just wages and benefits. It opposes all forms of oppression and exploitation, including racism, sexism, pornography, sexual abuse and harassment, and unlawful discrimination.

Persons who do not respect the teachings of the Church, either by virtue of their own objections or disbelief, or by virtue of their lifestyle choices or public conduct, do not meet the basic criteria to work in the Church.

*After you have carefully reflected on what is contained in this Pre-Application Statement, if you are interested in seeking employment in a parish, school or Pastoral Center of the Diocese of San Diego, please complete the Pre-Application Acknowledgment.*

PRE-APPLICATION ACKNOWLEDGMENT

By signing below, I acknowledge that I have read the Pre-Application Statement of the Diocese of San Diego and understand how the beliefs and teachings of the Catholic Church impact lay employees. I wish to apply for employment with full understanding that if my application for lay employment results in my being hired I will be subject to standards of conduct that incorporate the beliefs and teachings of the Catholic Church and that these expectations will be a material condition of my employment.

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Candidate Name

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Signature

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Date