



# Employment Application Form

**Diocesan Hiring Entity:** \_\_\_\_\_

**Position Applying For:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT NOTICE:** If you need assistance in completing this application, please contact the Human Resources Department of the Diocese of St. Petersburg. Applicants should be extremely careful as they complete this application.

*The Diocese of St. Petersburg and its hiring entities recruit, hire and promote on the basis of merit, competence and qualifications without discrimination with regard to race, national origin, citizenship, color, sex, age, disability, marital, veteran or other protected status. The Diocese and its hiring entities reserve the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in employment decisions. The Catholic Faith is integrated within the employment relationship and employees will be expected to exemplify the teachings and tenets of the Catholic Church in their conduct and behavior.*

**General Instructions:**

This application form is to be filled out completely, in order to be considered for possible employment. If an item does not apply, respond by using "NA". For all sections, if more space is needed for your response, please attach additional sheets.

Employment is conditioned on the successful completion of the screening process. By signing this application, I represent that the information provided in this form is given voluntarily, may be used in filing reports required by state and federal governments and agencies, may be disclosed to others and used for any other purpose not prohibited by law. The result of such screening will be initially disclosed to decision-makers for the Diocese of St. Petersburg and its hiring entities and may be the basis for disqualifying any candidate for employment and for termination during employment. The Diocese of St. Petersburg and its hiring entities reserves the right to utilize this information in any way it deems necessary, such as but not limited to civil, criminal and administrative proceedings, and any other similar matters. By signing this application, I agree to the foregoing and further agree to hold the Diocese of St. Petersburg and its hiring entities harmless for any claims resulting from such screening for drug and/or alcohol use.

**NOTE:** All applicants will be required to furnish proof of identity and legal work authorization to be considered for employment.

**SECTION I -- PERSONAL DATA**

Name (Last, First, Middle) please print	Social Security #
Home Address (Street, City, State, Zip)	Home Phone
Work Address (Street, City, State, Zip)	Work Phone
E-mail address	Cell Phone
<input type="checkbox"/> New Applicant	
<input type="checkbox"/> Presently employed within the Diocese of St. Petersburg, at	
<input type="checkbox"/> Previously employed within the Diocese of St. Petersburg, at	
From	To
Position	
Have you filled out an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date(s):	
<b>Emergency Contact:</b>	<b>Relationship:</b>
<b>Phone</b>	

List states and counties of residence and employment for the past 5 years

If a member of a religious community, please give following information for Provincial:  
 Name (Last, First, Middle) Phone ( )  
 Address (Community Name, Street, City, Zip)

Roman Catholic  Yes  No Church Attending (Name, Address, Pastor)

**SECTION II -- WORK EXPERIENCE**

List all jobs, beginning with the most recent position.

<i>Employer Name Address, Telephone &amp; Fax Nos.</i>	<i>Dates Employed Month/Year</i>	<i>Supervisor's Name Phone Number</i>	<i>Reason for Leaving</i>
	From		
	To		
	From		
	To		
	From		
	To		
	From		
	To		
	From		
	To		

Annual Salary in most recent position \$ \_\_\_\_\_ Salary desired \$ \_\_\_\_\_

Explain any periods of unemployment:

From \_\_\_\_\_ To \_\_\_\_\_ Reason \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Reason \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Reason \_\_\_\_\_

**SECTION III -- EDUCATION AND SKILL**

<i>Level of Education</i>	<i>School Name/Address</i>	<i>Years Completed</i>	<i>Major or Courses</i>	<i>Diploma or Degree</i>
High School				
College				
Graduate School				
Professional/Trade				

Please describe any other specialized training, knowledge, experience, skills (include bilingual ability, computer skills, etc.), abilities, licenses, certificates or credentials which you feel add to your qualifications for the position sought with us.

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**SECTION IV -- REFERENCES**

Give at least three current professional references, including your present employers, who have first-hand knowledge of your character, personality and work ability. Please do not include family members or friends as references.

<i>Name</i>	<i>Address with Zip Code</i>	<i>Telephone with Area Code</i>	<i>Position</i>

**SECTION V -- PERSONAL INFORMATION**

*EXPLAIN ANY "YES" ANSWERS TO ITEMS 1-8 ON AN ATTACHED STATEMENT. Answering "yes" may not disqualify you from the position desired. Each action will be weighed/considered in relation to the position sought.*

1. Have you ever been suspended, dismissed, or asked to resign a position for any reason?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you ever failed or refused to fulfill an employment contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Do you have or have you had any mental or physical conditions (including contagious or communicable disease), which would affect your ability to hold the position, for which you are applying, without reasonable accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Do you use drugs in any form or excessive amounts of alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you ever been reprimanded or dismissed from a position for grounds that include or involve immoral conduct, unprofessional conduct, harassment, including sexual harassment, or unfitness for service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p><b>6. Have you ever been discharged other than honorably from military service?</b></p> <p><b>Have you ever been convicted of a crime more serious than a minor traffic violation, had adjudication of a crime withheld, or pled nolo contendere to a crime? If yes, please state the type of crime(s) and the circumstances with regard to each, including date of the conviction or plea and the penalty, if any, imposed by the court.</b></p> <p><b>Have you ever been arrested for any crime, which has not been adjudicated? If yes, please state the type of crime(s) and the circumstances and current status of each such arrest.</b></p>	<input type="checkbox"/> Yes*	<input type="checkbox"/> No  <input type="checkbox"/> No
<p><b>7. Have you ever committed a crime for which you were not arrested or convicted? If yes, please state the circumstances as to each such crime, including the type of crime(s) and the date the crime(s) were committed.</b></p>	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<p><b>8. Have you ever been arrested for any other crime not disclosed above? If so, please state the type of crime(s) and the circumstances and current status of each such arrest?</b></p>	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<p><b>9. Have you ever been a defendant in a civil action for an intentional tort, including but not limited to, assault, battery, false imprisonment, rape, etc.? If yes, explain and include a description of the intended tort(s), the date(s) allegedly committed and the disposition of the action(s).</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>10. How much time have you lost from work or studies because of personal illness during the last three years not related to a disability or to care for yourself, your spouse, a child or dependent?</b></p>		

*\*NOTE: Answering "yes" to any of the above questions may not necessarily disqualify you from the position desired. Each action and explanation will be weighed and considered in relationship to the position for which you are applying. Documents submitted with this application become the property of the hiring entity and will not be returned.*

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Signature*

H-R (7/07)



**Professional Reference  
For Applicant**

For Office Use Only - Date Rec'd

**TO THE APPLICANT:** Please complete the top portion of this form with your name, individuals to contact, signature and date. Give this form to your reference and ask that it be returned directly to the address on the reverse side

**PRINT ALL INFORMATION:**

APPLICANT NAME: \_\_\_\_\_

I, the undersigned applicant for employment, hereby authorize the Diocese of St. Petersburg and the Office of Catholic Schools and Centers to contact:

\_\_\_\_\_ My former employer and any individual/party for information concerning my work record.

\_\_\_\_\_ My present or former school for information in my educational records

It is further agreed that I will not take any action against the Diocese of St. Petersburg or the Office of Catholic Schools and Centers, or any of the above parties, should the information furnished by them result in rejection of my application for employment.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**REFERENCE INFORMATION (Completed by the Reference) PRINT ALL INFORMATION**

REFERENCE NAME: \_\_\_\_\_

Relationship with applicant: \_\_\_\_\_

Length of Time you've known the applicant: From: \_\_\_\_\_ To: \_\_\_\_\_

Qualities	Never Evident	Rarely Evident	Sometimes Evident	Frequently Evident	Always Evident
Faith Commitment					
Religious Attitudes					
Cooperation					
Dependability					
Communication Skills					
Rapport with Colleagues					
Enthusiasm					
Adaptability					
Sense of Humor					
Emotional Stability					
Professional Personal Appearance					

Qualities	Never Evident	Rarely Evident	Sometimes Evident	Frequently Evident	Always Evident
Understands human growth and development of Children & Adults					
Positive Classroom Management					
Ability to motivate students					
Instructional preparedness					
Classroom organization					
Creative and innovative					
Understanding of subject material					
Professional growth and development					
Good rapport with parents					
Good rapport with students					

	YES	NO
Do you know of any reason why this applicant would not work with Elementary or Secondary Students?		
Would you employ or re-employ this applicant?		

**Additional Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Overall Recommendation:**

- \_\_\_\_\_ I recommend the applicant without reservation.  
 \_\_\_\_\_ I have some reservations but would recommend the applicant.  
 \_\_\_\_\_ I am unable to recommend this applicant to work in Catholic Schools.

Please be advised that all information contained on this reference is held in the strictest confidence prior to the employment of the applicant.

PRINT NAME: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)  
 DATE: \_\_\_\_\_

**Thank you for completing this form.**

GUARDIAN ANGELS CATHOLIC SCHOOL  
 APPLICATION PROCESSING  
 2270 EVANS ROAD  
 CLEARWATER, FL 33763



**Professional Reference  
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Positive Classroom Management					
Ability to motivate students					
Instructional preparedness					
Classroom organization					
Creative and innovative					
Understanding of subject material					
Professional growth and development					
Good rapport with parents					
Good rapport with students					

	YES	NO
Do you know of any reason why this applicant would not work with Elementary or Secondary Students?		
Would you employ or re-employ this applicant?		

**Additional Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
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**Overall Recommendation:**

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 SIGNATURE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)  
 DATE: \_\_\_\_\_

**Thank you for completing this form.**

GUARDIAN ANGELS CATHOLIC SCHOOL  
 APPLICATION PROCESSING  
 2270 EVANS ROAD  
 CLEARWATER, FL 33763





**Professional Reference  
For Applicant**

For Office Use Only - Date Rec'd

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APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**REFERENCE INFORMATION (Completed by the Reference) PRINT ALL INFORMATION**

REFERENCE NAME: \_\_\_\_\_

Relationship with applicant: \_\_\_\_\_

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	YES	NO
Do you know of any reason why this applicant would not work with Elementary or Secondary Students?		
Would you employ or re-employ this applicant?		

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 SIGNATURE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)  
 DATE: \_\_\_\_\_

**Thank you for completing this form.**

GUARDIAN ANGELS CATHOLIC SCHOOL  
 APPLICATION PROCESSING  
 2270 EVANS ROAD  
 CLEARWATER, FL 33763



Pastor Reference  
For Applicant

For Office Use Only - Date Rec'd

**TO THE APPLICANT:** Please complete the top portion of this form with your name, signature and date. Give this form to the Pastor of your parish and ask that it be returned directly to the address on the reverse side.

**PRINT ALL INFORMATION:**

APPLICANT NAME: \_\_\_\_\_

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APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PASTOR INFORMATION (Completed by the Pastor)**

Pastor's Name: \_\_\_\_\_

Parish: \_\_\_\_\_

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

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

**Please respond to the items below**

Item	Yes	No
The applicant is a registered member of the parish.		
The applicant is a participating member of the parish.		

