



DIOCESE OF LAREDO APPLICATION FOR EMPLOYMENT

Position Applying For: _____ **Application Date:** _____

Print or Type Responses.

Please complete application in full, if something does not apply to you, state N/A (not applicable).

Incomplete applications may cause delays in processing or may not be considered.

RESUMES ARE NOT ACCEPTED.

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Home Telephone Number

Alternate Telephone Number

E-mail address: _____

How did you learn of this position? _____

Salary/Wages Desired: (do not leave blank; a numerical value must be indicated) _____

Have you ever been employed with the Diocese of Laredo? _____ Yes _____ No

If yes, provide date: _____

Location: _____

Are you at least 18 years of age? _____ Yes _____ No (if reply is no, a work permit may be required)

Are you able to perform the essential job functions of the position for which you are applying, with or without reasonable accommodation? _____ Yes _____ No

(Accommodations for persons with disabilities will be provided unless the accommodation would place an undue hardship on the employer. Persons in need of accommodation should notify the Office of Human Resources).

EDUCATION:

High School: _____ **City/State:** _____

Diploma Received: ____ Yes ____ No

Undergraduate Studies -

College/University: _____

City/State: _____

Degree Received: ____ Yes ____ No

Degree: _____

Course of Study: _____

Graduate Studies -

College/University: _____

City/State: _____

Degree Received: ____ Yes ____ No

Degree: _____

Course of Study: _____

Doctoral or Other Professional Education –

College/University: _____

City/State: _____

Degree Received: ____ Yes ____ No

Degree: _____

Course of Study: _____

EMPLOYMENT EXPERIENCE:

Start with your present job or last job held, if currently unemployed. List all jobs throughout your career.

1. Employer:	
Address:	
Phone Number:	Supervisor:
Dates of employment:	
Position/Job title:	___ Full-time ___ Part-time ___ Temp
Duties/Work Performed:	
Reason for leaving/desire to leave, if currently employed:	
Name known by (if different than your present name):	

2. Employer:	
Address:	
Phone Number:	Supervisor:
Dates of employment:	
Position/Job title:	___ Full-time ___ Part-time ___ Temp
Duties/Work Performed:	
Reason for leaving/desire to leave:	
Name known by (if different than your present name):	

3.	Employer:	
	Address:	
	Phone Number:	Supervisor:
	Dates of employment:	
	Position/Job title:	___ Full-time ___ Part-time ___ Temp
	Duties/Work Performed:	
	Reason for leaving/desire to leave, if currently employed:	
	Name known by (if different than your present name):	

4.	Employer:	
	Address:	
	Phone Number:	Supervisor:
	Dates of employment:	
	Position/Job title:	___ Full-time ___ Part-time ___ Temp
	Duties/Work Performed:	
	Reason for leaving/desire to leave:	
	Name known by (if different than your present name):	

If you need additional space, please continue on a separate sheet or opposite side of this paper.

OTHER JOB-RELATED TRAINING/ CONTINUING EDUCATION/CERTIFICATIONS:

Include a summary of training, education or certifications related to the position you are applying for.

Summarize your interest in working for the diocese.

REFERENCE INFORMATION:

Provide information of three references **that are not related to you and are not previous employers.**

1. Name: _____

Telephone: _____

Occupation: _____

Relationship: _____

Years Known: _____

2. Name: _____

Telephone: _____

Occupation: _____

Relationship: _____

Years Known: _____

3. Name: _____

Telephone: _____

Occupation: _____

Relationship: _____

Years Known: _____

Do you have relatives working for the Diocese of Laredo? ☐ Yes ☐ No

If yes, please list name(s) and location: _____

If you are hired for the position for which you have applied, would you be in a supervisory relationship with any member of your family, household, or relative? ☐ Yes ☐ No

Please indicate the name(s) and relationship(s) and location/entity at which he/she is employed:

If an employment offer is made, when are you available for work? _____

If the position you are applying for requires a valid Texas Driver License, do you currently meet this requirement? (please review the job posting or job description to respond) ☐ Yes ☐ No

If hired, can you provide documents required to establish your eligibility to work in the United States? ☐ Yes ☐ No

If the position you are applying for requires that you be in full Communion with the Catholic Church (as indicated in the minimum requirements for the position), please provide the name of the parish and Pastor who can verify this requirement:

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge? ☐ Yes ☐ No (A conviction may not disqualify you from employment; however, a false statement will.)

If you respond yes, please explain in concise detail the dates and nature of the offense(s), the name(s) and location(s) of the court(s), and the disposition of the case(s).

If applying for a position to work with children/youth, please answer the following question: Have you ever been accused, arrested, charged, convicted or subjected to administrative/employment actions taken as a result of any allegation of child abuse or neglect? ☐ Yes ☐ No

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

Applicant's Certification and Agreement

EMPLOYMENT AT WILL

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer, through an authorized employer representative and me in writing.

I fully understand and agree that, if I am employed, my employment is for no definite period of time and may be terminated at any time by either the Diocese of Laredo or me, as the Diocese of Laredo is an at-will employer.

CONSENT

I certify that all information provided by me and all statements contained herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I voluntarily give the Diocese of Laredo the right to make a thorough investigation of my employment history, educational credentials, and references provided.

I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose. I further release from all liability or responsibility representatives of the diocese and others supplying information.

In the event of employment or consideration for employment, I understand that false or misleading information given in my application or interview(s), or omission of any information may result in discharge, if hired or grounds for refusal to hire.

I understand that, if hired, I am required to abide by all employer policies and will be required to complete, sign and comply with the Code of Conduct Policies of the Diocese of Laredo. This application will expire upon closing of the position. I understand that my status as an applicant will end. I may re-apply for open and posted positions by completing a new application.

Signature of Applicant

Date

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Human Resources Department Use Only-

Date/Time Application Received: _____ :_____

HR Staff: _____

- ☐ E-mail
- ☐ In Person
- ☐ Fax
- ☐ Mail