



DIOCESE OF TYLER
 1015 ESE Loop 323
 TYLER, TEXAS 75701-9663

EMPLOYEE APPLICATION

PERSONAL DATA:

Date of Application _____ Date Available _____

Name: _____
 Last First Former/Middle Title

Maiden Name: _____ Date of Birth: _____

Address: _____
 Street City State Zip

Telephone: (Home) _____ (Work) _____
 (Cell) _____

Social Security Number: _____ E-Mail: _____

How long have you lived at your current address? _____

Please list the addresses where you lived in other states or foreign countries.

 Street City State Zip Country

 Street City State Zip Country

Religion: _____ Parish/Church: _____

Address: _____ City/State/Zip: _____

How long have you been a member of this parish/church? _____

WORK PREFERENCE:

For what position are you applying? _____

FOR OFFICE USE ONLY

Date Received _____	Date of Application _____	References Received _____
Type of Degree _____	Placement Folder _____	Initial Interview _____

What interests you about the position for which you are currently applying? _____

What has prepared you for the position for which you are currently applying? _____

EMPLOYMENT HISTORY: List all current and previous positions in chronological order starting with the most recent.

Employed From (Mo./Yr.): _____ To: _____
Name of Employer: _____
Address: _____ City/State: _____
Name of Supervisor: _____ Phone Number: _____
Position Held: _____
Reason for Leaving: _____

Employed From (Mo./Yr.): _____ To: _____
Name of Employer: _____
Address: _____ City/State: _____
Name of Supervisor: _____ Phone Number: _____
Position Held: _____
Reason for Leaving: _____

Employed From (Mo./Yr.): _____ To: _____
Name of Employer: _____
Address: _____ City/State: _____
Name of Supervisor: _____ Phone Number: _____
Position Held: _____
Reason for Leaving: _____

EDUCATIONAL HISTORY:

Name of High School: _____
Address: _____ City/State/Zip: _____

EDUCATIONAL HISTORY CONTINUED:

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

REFERENCES:

Name: _____

Address: _____ City/State/Zip: _____

Daytime Phone Number: _____ How long have you known this person? _____

Has this person agreed to provide a reference? Yes No

Name: _____

Address: _____ City/State/Zip: _____

Daytime Phone Number: _____ How long have you known this person? _____

Has this person agreed to provide a reference? Yes No

Name: _____

Address: _____ City/State/Zip: _____

Daytime Phone Number: _____ How long have you known this person? _____

Has this person agreed to provide a reference? Yes No

Have you ever been accused of physically, sexually, or emotionally abusing a child or an adult?
Yes No

If YES, please explain: _____

The Diocese of Tyler appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of the utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community.

PLEASE INITIAL EACH OF THE STATEMENTS BELOW:

_____ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my ministry involvement.

_____ I hereby authorize the Diocese of Tyler to conduct a personal and professional background check for the purpose of this application. The Diocese of Tyler may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the Diocese of Tyler's contact with the individuals for purpose of employment or volunteer services.

_____ I also hereby give complete permission for the Diocese of Tyler to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment or volunteer services.

_____ I understand that investigative background inquiries may be made on me including consumer credit, criminal convictions, motor vehicle or other reports. These reports will include information as to my character, work habits, work performance, education, worker's compensation claims and experience along with reasons for termination of employment from previous employers. I understand this information will be requested from various Federal, State, and other agencies.

_____ I waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understand the above stated information within this release and am signing of my own free will.

_____ I understand that a criminal background check will be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

_____ I agree to observe all of the Diocese of Tyler guidelines and policies for the program in which I am applying.

_____ I understand the Diocese of Tyler has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Diocese of Tyler 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 can withdraw from the application process at any time.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial of the application to provide employment and/or

volunteer services and that refusal to inform the Diocese of Tyler of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ I will notify my parish, school, or agency, and the Business Office of the Diocese of Tyler if arrested or charged as well as if convicted.

_____ My signature indicates that I have read and understand the above. Do not sign until you have read and initialed the above statements.

I understand that I must attend the Diocese of Tyler Ethics and Integrity for Church Personnel Awareness Training and then, within six (6) months of my hired date, attend and complete the Diocese of Tyler Ethics and Integrity for Church Personnel Basic Training Session. Attendance and a criminal background clearance will be required for the continuation of employment with a Diocese of Tyler Catholic School. The cost of conducting a criminal background check will be paid by the applicant.

I hereby certify that all information given on this application is true, complete and correct, and I hereby give permission to the Catholic Schools Office to forward this application, as well as other credentials, to prospective employers within the Diocese of Tyler.

The Catholic Schools of the Diocese of Tyler shall comply with appropriate federal and state laws and regulations prohibiting discrimination, to the end that no persons shall on grounds of race, color, national or ethnic origin be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination in employment recruitment or selection, whether part-time or full-time or in any educational program, employment, or activity operated by the school.

Applications of qualified applicants will be placed on file for consideration as vacancies occur. At the end of two (2) school years, applications are removed from the files and re-application must be made.

Signature: _____ Date: _____

Driver's License Number: _____ State: _____