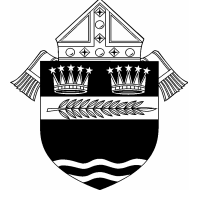


Diocese of Palm Beach Employment Application



Diocese of Palm Beach
Office of Human Resources

APPLYING FOR POSITION OF _____
at (entity) _____

Please answer all questions as fully and accurately as possible. Please attach a separate sheet if necessary to fully answer. If any questions are not applicable, please write "NA" rather than leaving blank. Please do not write "see resume." Your answers shall be treated with the greatest respect and confidence. Your cooperation in filling out this questionnaire is greatly appreciated.

GENERAL INFORMATION

- Name: _____
Last First Middle
- Social Security Number: _____ Email Address: _____
- Telephone Numbers: _____
Home Work or Cell

Please list any other names, nicknames, (including maiden names), etc. by which you have ever been known, and if applicable, the dates when you were known to anyone by such names:

RESIDENCY INFORMATION

- Current Street Address: _____
City: _____ State: _____ Zip: _____
- Have you resided at this address for less than five (5) years? Yes: _____ No: _____
- If you have resided at this address listed above for less than five years, please list your former addresses:
 - Street Address: _____
City: _____ State: _____ Zip: _____
From (Mo/Yr): _____ To (Mo/Yr): _____
 - Street Address: _____
City: _____ State: _____ Zip: _____
From (Mo/Yr): _____ To (Mo/Yr): _____

EDUCATION

1. High School (Name): _____ City/State/Zip: _____
 - A. Did you graduate & receive diploma? Yes _____ No _____
2. College: _____ City/State/Zip: _____
 - A. Number of years attended: _____
 - B. Did you graduate & receive degree? Yes _____ No _____
 - Degree earned: _____
 - C. Post-Graduate school attended: _____
 - D. Did you graduate & receive degree?: Yes _____ No _____
 - Degree earned: _____

LICENSES AND CERTIFICATIONS

1. Please list all Licenses and Certifications that you currently hold, the license and certification numbers, as well as the name of the issuing entity:

SOFTWARE PROFICIENCY:

1. Please rate your proficiency in Microsoft Word, Excel, Outlook, as well as Internet research abilities on a scale of 1-10, 10 being excellent.

Word: _____ Excel: _____ Outlook: _____ Internet Research: _____

EMPLOYMENT HISTORY:

1. Have you ever been previously employed by the Diocese of Palm Beach or any of its entities?
Yes _____ No _____
 - A. If yes, name of entity: _____ Date of Hire (mo/yr): _____
 - B. Position/Title: _____
 - C. Date of separation from entity (mo/yr): _____
 - D. Reason for Separation: _____
 - E. Supervisor Name & Title: _____
 - F. Other entities/dates/supervisors: _____
2. Have you ever applied for any position with the Diocese of Palm Beach or any of its entities?
Yes _____ No _____
 - A. If yes, please provide the name(s), position(s) applied for, and approximate dates.

3. Work Experience

EMPLOYER #1

Employed by: _____ Company Telephone # _____

Street Address: _____

City: _____ State: _____ Zip: _____

Employed from (Mo/Yr): _____ To (Mo/Yr): _____

Supervisor's name, title, telephone # & e-mail: _____

Your Job Title: _____

Description of your job responsibilities: _____

Reason(s) for leaving (Please be specific): _____

EMPLOYER #2

Employed by: _____ Company Telephone # _____

Street Address: _____

City: _____ State: _____ Zip: _____

Employed from (Mo/Yr): _____ To (Mo/Yr): _____

Supervisor's name, title, telephone # & e-mail: _____

Your Job Title _____

Description of your job responsibilities: _____

Reason(s) for leaving (Please be specific): _____

EMPLOYER #3

Employed by: _____ Company Telephone # _____

Street Address: _____

City: _____ State: _____ Zip: _____

Employed from (Mo/Yr): _____ To (Mo/Yr): _____

Supervisor's name, title, telephone # & e-mail: _____

Your Job Title: _____

Description of your job responsibilities: _____

Reason(s) for leaving (Please be specific): _____

EMPLOYER #4

Employed by: _____ Company Telephone # _____

Street Address: _____

City: _____ State: _____ Zip: _____

Employed from (Mo/Yr): _____ To (Mo/Yr): _____

Supervisor's name, title, telephone # & e-mail: _____

Your Job Title: _____

Description of your job responsibilities: _____

Reason(s) for leaving (Please be specific): _____

Please explain any periods of unemployment:

A. Period # 1

▪ From (Mo/Yr) _____ to (Mo/Yr) _____

▪ Reason(s)-please be specific: _____

B. Period # 2

▪ From (Mo/Yr) _____ to (Mo/Yr) _____

▪ Reason(s) (please be specific): _____

Are you legally eligible to work in the United States? Yes _____ No _____

Do you have documentation of that right? Yes _____ No _____

Do you have any relative(s) employed by the Diocese of Palm Beach or any of its entities?

Yes _____ No _____

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

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 entity at which he/she is employed:

Do you prefer to work Full Time or Part Time? Full Time _____ Part Time _____

What days and hours are you available to work? _____

If required of the position for which you have applied, do you have a reliable, insured vehicle and are you able to travel within the counties comprising the Diocese of Palm Beach?

Yes _____ No _____

Please discuss your skills and work experience as they relate to the position for which you have applied. _____

Annual or Hourly Salary desired (*Please do not write "negotiable"*): _____

BACKGROUND QUESTIONS

1. Has a criminal, civil or internal complaint to management or supervisors at places of employment ever been filed against you which alleged sexual misconduct, harassment or child abuse by you, or your participation in or facilitation of such activities? Yes _____ No _____

If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed, disposition of the complaint; and identify by name & title, the person(s) who investigated the complaint and the person who adjudicated the complaint:

2. Do you presently serve, or have you ever served, as a volunteer for any organization, entity or group in which you had significant contact with children or other vulnerable populations (i.e., elderly, mentally or emotionally challenged, etc.)? Yes _____ No _____

If yes, please provide the name, address and telephone number of the organization; period of volunteer service; supervisor's name; and briefly describe your activities and/or your duties.

3. Have you ever terminated any employment or volunteer service or chosen not to renew or continue any employment or volunteer service, or have you ever had employment/volunteer service terminated, or been subject to any disciplinary action against you for reasons relating to allegations of sexual misconduct or child abuse by you? Yes _____ No _____

If yes, please explain. Please include in your explanation the date, nature and place of the occurrence(s) or allegation(s); and the disposition of the matter(s). Also identify your employer and supervisor at the time by name, address and telephone number.

4. Have you ever been convicted of a crime (other than a minor traffic violation)? Yes _____ No _____

If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

5. Have you ever been reprimanded, investigated, or dismissed from a position for grounds that include or involve immoral conduct, unprofessional conduct, unethical conduct, harassment, including sexual harassment, unfitness for service, etc.? Yes _____ No _____

If yes, please explain incident, and provide name of supervisor, telephone numbers, dates, etc.

6. 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.? Yes _____ No _____

PLEASE PROVIDE 3 PROFESSIONAL REFERENCES: (Please do not list relatives or family members)

1. Name: _____ Telephone: _____

Address: _____ E-mail: _____

In what capacity does this reference know you? _____

Number of years known: _____

2. Name: _____ Telephone: _____

Address: _____ E-mail: _____

In what capacity does this reference know you? _____

Number of years known: _____

3. Name: _____ Telephone: _____

Address: _____ E-mail: _____

In what capacity does this reference know you? _____

Number of years known: _____

EQUAL EMPLOYMENT

The Diocese of Palm Beach is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotion, training, disciplinary action, termination or benefits.

EMPLOYMENT AT WILL

Employment is with the mutual consent of the employee and the Diocese of Palm Beach. Consequently, both the employee and the Diocese have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout one's employment with the Diocese unless it is specifically modified by an express written agreement signed by the employee and the Diocese of Palm Beach.

CONSENT

The information I have provided on this questionnaire is complete and accurate to the best of my knowledge and may be verified by the Catholic Diocese of Palm Beach. I understand that if hired, any misleading statement and/or misrepresentation and/or inaccurate statement on this application may be cause for discipline, up to and including dismissal.

I understand that, as part of their hiring process, the Diocese of Palm Beach will conduct employment verification, education verification, driving record check, criminal background check, reference check and/or other inquiries regarding my background, including information as to my personal character, general reputation and other qualities pertinent to my prospective service.

I hereby consent and authorize the Diocese of Palm Beach and/or their designated agents to make such inquiries, and I authorize without reservation, the release of such information to the Diocese of Palm Beach and/or their designated agents, and release the Diocese of Palm Beach and the provider of such information from any and all liability for damages arising from the investigation and disclosure of the requested information. I understand that this information will be kept confidential. I will allow a photocopy of this authorization to be as valid as the original.

Printed Name: _____

Signature: _____

Date: _____