



THE DIOCESE OF PHOENIX APPLICATION FOR EMPLOYMENT

The Diocese of Phoenix complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or veteran status, and other categories protected by law. Because of its status as a religious entity, the diocese may consider the candidate's religious affiliation in its employment decisions consistent with State and Federal law.

PLEASE PRINT USING BLUE OR BLACK INK

Position applied for		Location	Date of Application
How did you learn about opening? <input type="checkbox"/> Advertisement <input type="checkbox"/> Relative <input type="checkbox"/> Inquiry <input type="checkbox"/> Other <input type="checkbox"/> Employment agency <input type="checkbox"/> Friend <input type="checkbox"/> Website Describe _____			
Last Name	First Name	Middle Name	Social Security Number
Full Address (street, city, state, zip)			
How long have you lived here? _____ If at this location less than 5 years, list previous addresses on a separate page.			
Telephone Number(s)		E-mail Address	
Best time to contact you at home		Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed out an application with the Diocese of Phoenix? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date: _____		Do any of your friends or relatives work for the Diocese of Phoenix? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name(s) & location: _____	
Have you ever been employed by The Diocese of Phoenix? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, give date, position held, location and name used at that time.	
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		If you are under 18 years of age, can you provide required proof of your eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently on "lay-off" status and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No		Can you travel if this job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you in the last 10 years been convicted of a felony (excluding any sealed or expunged convictions)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:			
<i>(NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)</i>			
Has anyone ever made an allegation of sexual misconduct against you to criminal authorities, your employer, or any place you have volunteered? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain in detail.			

EDUCATION

High School or GED	Address	City	State	Subjects Studied	
College	Address	City	State	Degree	Major
College	Address	City	State	Degree	Major
Graduate School	Address	City	State	Degree	Major
Trade School	Address	City	State	Degree	Major
Other	Address	City	State	Degree	Major

SKILLS

Office Equipment	Computer Software

ADDITIONAL SKILLS

Summarize special job-related skills, training, and qualifications

ACTIVITIES

List professional, trade, business, or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

