

Application for Employment

(Completed application and supporting documentation should be returned to the parish)

Position _____

Name _____
Last First MI

Address _____
Street City State Zip

Home Telephone _____ Work Telephone _____

If Catholic, in which parish are you currently registered? _____

Have you ever been employed by a parish, school or organization of the Catholic Diocese of Harrisburg or any other Catholic diocese? Yes _____ No _____

If yes, when and where? _____

Are you legally eligible for employment in the US? Yes _____ No _____

WORK HISTORY

Present Employer _____ Telephone _____

Address _____
Street/P.O. Box City State

Supervisor _____
Last First Title

Previous Employer _____ Telephone _____

Address _____
Street/P.O. Box City State

Supervisor _____
Last First Title

Previous Employer _____ Telephone _____

Address _____
Street/P.O. Box _____ City _____ State _____

Supervisor _____
Last _____ First _____ Title _____

EDUCATION/TRAINING

High School Attended	Number of Years	Graduated (year)	GED Equivalency (year)

Vocational/Technical Training			

College(s)/Graduate Schools Attended	Number of Years	Major	Degree	Date Received

Lay Ecclesial Ministry Formation Program	Number of Years	Ministry Specialization	Date of Certification

This section to be completed by those applying for professional positions only.

List some of your experiences of professional development and /or faith formation over the past three years. This may include academic course work, conferences or workshops, retreats, etc.

REFERENCES

For those applying for professional position: In addition to the former employers listed on the previous page, list three persons who are not related to you and whom you have known during the past five years. Please indicate at least one ministerial colleague and one character reference.

For those applying for support personnel position: In addition to the former employers listed on the previous page, list three persons who are not related to you and whom you have known during the past five years. Please indicate at least one character reference.

Name _____ Telephone Number _____

Address _____
Street/P.O. Box City State/Zip

Name _____ Telephone Number _____

Address _____
Street/P.O. Box City State/Zip

Name _____ Telephone Number _____

Address _____
Street/P.O. Box City State/Zip

I certify the information and statements provided here are true and complete to the best of my knowledge. I understand that any misstatement or material omission from this application may result in my disqualification from consideration and may be the basis for termination of my services.

I authorize the parish to undertake any investigation it deems appropriate in connection with this application, including contact with prior employers and references as indicated above.

I understand that I am responsible to supply a PA State Police Criminal Record Check and PA Department of Public Welfare Child Abuse History Clearance and that I am responsible to pay any necessary fees that are incurred. All out of state residents must secure an FBI Background check.

Signature of Applicant _____

Date _____

Please enclose the following documents:

For All Positions:

PA Department of Public Welfare Child Abuse Clearance (PA residents)
PA State Police Criminal Record Check (PA residents)
FBI Background check (out of state residents)

For Professional Positions Only:

In addition to the documents listed above, please provide the following:

Pastor Recommendation Form
Recent baptismal certificate (within 6 months – obtained from parish of Baptism)

The application must be completed, including all supporting documents, before being considered for the position.

Acceptance of this application does not constitute a contract of employment nor is it a commitment to the applicant.

Please return application to: _____
Parish

Street/PO Box _____ City _____ State/Zip _____

For Office Use Only:

Document Checklist

For All Positions:

- Completed Application
- FBI Background Check (out of state residence only)
- PA Dept. of Public Welfare Child Abuse Clearance
- PA State Police Criminal Record Check

For Professional Positions Only:

- Pastor Recommendation Form
- Recent baptismal certificate (within 6 months – obtained from parish of baptism)