



St. Benedict Parish Application for Employment

CONTACT INFORMATION

Today's Date: _____

Last Name First Name Middle Name Suffix

Present Street Address

City State Zip

E-mail Address Social Security Number

Primary Phone Other (Mobile)

Alternate Phone Other

Are you a Roman Catholic fully able to participate in the sacramental life of the Church: Yes _____ No _____

Name of Parish _____ Pastor _____

Parish Involvement:

Number of Years a parishioner _____

**Note: Some, not all, positions in the parish might require the applicant to be Catholic.*

POSITION SOUGHT (Please list all that apply.)

Full Time _____ Part Time _____ Location _____

When are you available to begin employment? _____

Please indicate salary requirements: _____

**As a condition of employment a criminal background check is required. Employment is contingent upon results of individual criminal background and reference check*

EDUCATION

| School Attended | Name of School (include complete address) | Did you Graduate? | Circle last year completed | Credits/Degree | Major/Minor |
|---|--|-------------------|----------------------------|----------------|-------------|
| High School | | | 9 10 11 12 | | |
| Undergraduate School | | | 1 2 3 4 | | |
| Graduate School | | | | | |
| Graduate School area(s) of concentration: | | | | | |

Specialized skills and training, course work, licenses, honors or certifications received which you feel better qualify you for the position for which you are applying.

OFFICE AND OTHER JOB-RELATED EQUIPMENT EXPERIENCE

(If applicable to position) Example: Computer and Technology Skills

TO BE EMPLOYED BY THE CHURCH

Please describe your perception of the ministry and role of the position for which you are applying. (Use an additional sheet if needed.)

REFERENCES

Give name, address and telephone number of references who are not related to you and are not previous employers. (Use additional sheet if needed.)

1. _____
 Name Address Phone
2. _____
 Name Address Phone
3. _____
 Name Address Phone

EMPLOYMENT EXPERIENCE (Begin with the most recent. Attach additional pages if necessary.)

1. Job Title _____ from _____ (Mo. /Yr.) To _____ (Mo. /Yr.)
(Dates of Employment)

Name of Employer Address of Employer

Name of Supervisor Title of Supervisor Phone No. of Supervisor

Reason for leaving

Description of Duties

Beginning Salary Ending Salary

2. Job Title _____ from _____ (Mo. /Yr.) To _____ (Mo. /Yr.)
(Dates of Employment)

Name of Employer Address of Employer

Name of Supervisor Title of Supervisor Phone No. of Supervisor

Reason for leaving

Description of Duties

Beginning Salary Ending Salary

3. Job Title _____ from _____ (Mo. /Yr.) To _____ (Mo. /Yr.)
(Dates of Employment)

Name of Employer Address of Employer

Name of Supervisor Title of Supervisor Phone No. of Supervisor

Reason for leaving

Description of Duties

Beginning Salary Ending Salary

4. Job Title _____ from _____ (Mo. /Yr.) To _____ (Mo. /Yr.)
(Dates of Employment)

Name of Employer Address of Employer

Name of Supervisor Title of Supervisor Phone No. of Supervisor

Reason for leaving

Description of Duties

Beginning Salary Ending Salary

May we contact your current employer at this time? Yes _____ No _____

If no, why? _____

Are you able to perform the specific job related functions in the job for which you are applying? Yes _____ No _____

Are you legally eligible to work in the U.S.? Yes _____ No _____

AFFIDAVITS AND RELEASES (Please read and sign the following)

(A) Have you ever been charged with, accused of, or convicted of child abuse?

Yes ___ No ___

If yes, please explain on a separate paper.

I understand that the Archbishop of the Archdiocese of Kansas City in Kansas takes all allegations of abuse seriously. I further understand that the Archdiocese cooperates fully with the authorities to investigate all cases of alleged abuses. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

(B) Have you ever been convicted of a crime?

Yes ___ No ___

If yes, explain on a separate paper.

A conviction record is not necessarily a bar to employment. Each application will be considered individually, taking into account the nature and seriousness of the offense, how long ago it occurred, and rehabilitation experienced or received. Do not answer yes if the conviction has been expunged or pardoned.

(C) I certify that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for termination if discovered at a later date.

I hereby grant permission to the Archdiocese and related entities to investigate my background, qualifications and references and to release this application and related information to the appropriate search committees and prospective employers within the Archdiocese of Kansas City in Kansas. I hereby release from liability the Archdiocese, related entities, and their agents from liability in connection with investigating and evaluating my application and sharing the information as described above.

I also hereby give permission for the Archdiocese to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment. I have also read and understood the above stated information within this release and am signing below of my own free will.

I authorize persons, schools, current employer and previous employers, and organizations named in this application to provide the Archdiocese of Kansas City in Kansas with any relevant information that may be required. I further release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

My signature indicates that I have read and understand the above.

Applicant Signature _____ **Date** _____

It is our policy to provide equal opportunities to all qualified persons without regard to race, age, color, sex, national origin or disability.