

**PASTORAL STAFF POSITION  
EMPLOYMENT APPLICATION**

General Instructions: Fill in all blanks. If an item does not apply, use "NA."

**SECTION 1: PERSONAL DATA**

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Last Name	First	Middle
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Home Address of Applicant (Street, City, State, Zip)	Telephone
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Work Address of Applicant (Street, City, State, Zip)	Telephone
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**Position applied for** \_\_\_\_\_ **Date of application** \_\_\_\_\_

Social Security # \_\_\_\_\_

Are you at least 18 years old? Yes \_\_\_ No \_\_\_

**SECTION 2: EDUCATIONAL BACKGROUND**

School	City/State	Years Attended	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

College Major \_\_\_\_\_ College Minor \_\_\_\_\_

Graduate Degree Major \_\_\_\_\_

Workshops, Seminars, Certification, etc. in which you participated in recent years:

Program	Place	Sponsor	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have computer skills? \_\_\_ Yes \_\_\_ No. Are you willing to take computer classes if necessary? \_\_\_ Yes \_\_\_ No

(APPLICATION FORM - CONTINUED)

**SECTION 3: WORK EXPERIENCE**

1. **PRESENT EMPLOYMENT:** \_\_\_\_\_

Specify type of position \_\_\_\_\_

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2. **PREVIOUS EXPERIENCE:** List positions, starting with most recent experience.

Employer	Nature of Experience	Dates (from-to)
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION 4: PERSONAL**

Please state briefly the reason for your interest in this position.

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State special qualities/qualifications you have for the position (other than educational background).

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**(APPLICATION FORM - CONTINUED)**

Have you any conditions preventing you from performing certain types of activities relating to this job description? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? Yes \_\_\_ No \_\_\_ If yes, please explain. \_\_\_\_\_

Have you been convicted of a felony or been released from incarceration for a felony within the last 10 years? Yes \_\_\_ No \_\_\_ If yes, please explain: (Please note that an affirmative response to the above question will not necessarily bar you from employment.) \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of employment eligibility will be required upon employment.) Yes \_\_\_ No \_\_\_ If yes, please explain. \_\_\_\_\_

If the position you are applying for requires membership in a Catholic parish or faith community (as indicated in the minimum requirements for the position), please identify your parish/community: \_\_\_\_\_

How have you been involved in this parish? \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_  
(list specific newspaper, internet site, etc.)

**SECTION 5: REFERENCES**

Give the name, address and telephone number of three references whom we may contact concerning your qualifications for ministry who are not related to you and are not previous supervisors.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

How soon would you be available for the position? \_\_\_\_\_

How long would you be available to stay in the position? \_\_\_\_\_

Reason for leaving your present employment: \_\_\_\_\_

**SECTION 6: STATEMENT OF NON-DISCRIMINATION**

Applicants shall be employed without regard to race, color, sex, ethnic, or national origin.

**(APPLICATION FORM - CONTINUED)**

**SECTION 7: CERTIFICATION**

I hereby certify that the information presented in this application form is true and complete. I understand that any false statements will be sufficient cause for disqualification or, if hired, dismissal. My permission is given for contact to be made with references and employers listed herein.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature