

# ST. AGNES, ST. MARY'S & ST. MICHAEL'S EMPLOYMENT APPLICATION

Position Sought \_\_\_\_\_

## Your Contact Information

First Name \_\_\_\_\_

Middle \_\_\_\_\_

Last Name \_\_\_\_\_

Suffix \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Alternate Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date Available to Start \_\_\_\_\_

Desired Compensation \_\_\_\_\_

## An Equal Opportunity Employer

The Roman Catholic Diocese of Great Falls-Billings is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify our representative.

# VIRTUS Certification

## Initial Training

Name and Location \_\_\_\_\_

Date \_\_\_\_\_

Diocese \_\_\_\_\_

## Renewals

Name and Location \_\_\_\_\_

Date \_\_\_\_\_

Diocese \_\_\_\_\_

Describe other training or experience you have in the protection of children, youth, and at-risk adults.

How were you referred to The Roman Catholic Diocese of Great Falls-Billings or Parish?

Are you applying for?

Regular part-time Work Regular full-time Work

## Days and Hours Available for Work

### Office Hours Only

|           |          |
|-----------|----------|
| Monday    | Friday   |
| Tuesday   | Saturday |
| Wednesday | Sunday   |
| Thursday  |          |

### Evenings

|           |          |
|-----------|----------|
| Monday    | Friday   |
| Tuesday   | Saturday |
| Wednesday | Sunday   |
| Thursday  |          |

### As the needs of the job require

|           |          |
|-----------|----------|
| Monday    | Friday   |
| Tuesday   | Saturday |
| Wednesday | Sunday   |
| Thursday  |          |

## Experience

Please give accurate and complete information. Start with your present or most recent employer, including self-employment, part-time work, military duty and any work performed on a volunteer basis. Account for your entire employment history during the last 10 years, including significant gaps in employment. All information must be included, even if you are attaching a resume.

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Workplace and Location \_\_\_\_\_

Role \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Tasks Performed \_\_\_\_\_

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Workplace and Location

Role \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Tasks performed \_\_\_\_\_

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Workplace and Location \_\_\_\_\_

Role \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Tasks Performed \_\_\_\_\_

**Attach additional sheets if necessary.**

# Education

Please list your areas of highest proficiency, special skills or traits that contribute to your ability to perform the duties of this position.

## High School

Name and Location

Start Date

End Date

Degree

Major/Subjects of Study

## College

Name and Location

Start Date

End Date

Degree

Major/Subjects of Study

## College

Name and Location

Start Date

End Date

Degree

Major/Subjects of Study

## College

Name and Location

Start Date

End Date

Degree

Major/Subjects of Study

### **Specialized Training**

Name and Location

Start Date

End Date

Degree

Major/Subjects of Study

### **Other**

Name and Location

Start Date

End Date

Degree

Major/Subjects of Study

### **Personal Information**

Have you previously applied to or worked for The Roman Catholic Diocese of Great Falls-Billings?

Yes or No

If yes, please explain (include dates)

Do you have friends, relatives, or acquaintances working for The Roman Catholic Diocese of Great Falls-Billings, if so what are their names and relationship to you?

If hired, do you have reliable transportation to work?

Yes or No

Are you over the age of 18? (If under 18, employment is subject to verification of minimum legal age.)

Yes No

The Roman Catholic Diocese of Great Falls-Billings makes every effort to comply with the Americans with Disability Act and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

Yes or No

If no, describe the functions that cannot be performed.

No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Have you ever been convicted of a criminal offense? (Felony, misdemeanor, or infraction)

Yes or No

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case.

Do you speak, write or understand any language other than English?

Yes or No

If yes, describe which languages(s) and how fluent of a speaker you consider yourself to be.

## Emergency Contact

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

City and State \_\_\_\_\_

### PLEASE READ THE FOLLOWING CAREFULLY BEFORE SUBMITTING

The information that I have provided is accurate to the best of my knowledge and subject to verification. I understand and agree that any misrepresentation or omission of fact in my application, in any supplement thereto, during any interview, or in any other employment-related records supplied or completed by me, shall be grounds for rejection of my application for employment or, if employed, for termination of my employment with the Roman Catholic Diocese of Great Falls-Billings, regardless of the amount of time elapsed before discovery. I understand that an offer of employment and my continued employment are contingent upon satisfactory proof of my authorization to work in the United States. I understand that nothing contained in this employment application or in the granting of an interview or an offer of employment is intended to create a contract between myself and the Roman Catholic Diocese of Great Falls-Billings for employment or for the providing of any benefit. No promises regarding continued employment have been made to me, and I understand that no such promise or guarantee is binding unless made in writing and signed by me and an authorized representative of the Roman Catholic Diocese of Great Falls-Billings. I understand that if I am employed, my employment will be terminable-at-will, and that either I or the Roman Catholic Diocese of Great Falls-Billings may terminate my employment at any time, with or without cause, for any reason or no reason, and that I am not being employed for any specific term. I further understand that I may be required to take and pass a drug test as a condition of being hired or transferred. I agree to complete all required authorization forms and provide all information necessary for the Roman Catholic Diocese of Great Falls-Billings, or its agent, to conduct any required pre-employment investigation. If hired, I authorize the Roman Catholic Diocese of Great Falls-Billings to conduct subsequent investigations during my employment. In addition, I agree to comply with any background check requirements mandated by the Roman Catholic Diocese of Great Falls-Billings. I hereby authorize schools and prior employers to provide any information they have concerning me to the Roman Catholic Diocese of Great Falls-Billings, and I hereby hold harmless the Roman Catholic Diocese of Great Falls-Billings and all those providing information from any liability that may arise out of or result from the provision or use of such information.

## Signature and Release-of-Information Authorization

Signature of Applicant \_\_\_\_\_

In the space provided below, provide any other details or information that is relevant to this position or your application.