

**St. Jerome Catholic Church**  
Application for Employment

This application must be filled out completely and signed and dated by the applicant. **Do not leave any spaces blank.** The Catholic Diocese of Austin is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, age or disability. In cases where a position may require the candidate to be a practicing member of the Catholic Church, a notice will be placed on the job posting announcement on the Diocese of Austin website.

NAME:

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: Home (    ) \_\_\_\_\_ Work (    ) \_\_\_\_\_ Cell (    ) \_\_\_\_\_

Driver License Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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**POSITION FOR WHICH YOU ARE APPLYING**

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\_\_\_\_\_ **Full Time:** \_\_\_\_\_ **Part Time:** \_\_\_\_\_ **Temporary:** \_\_\_\_\_ **Date available for work:** \_\_\_\_\_

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**BACKGROUND INFORMATION**

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Have you **ever** been convicted of any crime(s). (do not include traffic offenses)?      Yes \_\_\_\_\_ No \_\_\_\_\_

NOTE: Successful completion of probation, Community supervision, parole or deferred adjudication are considered "convictions" for the purpose of this application. If you answered "Yes" above, check all that apply to you:

*Any felony offenses? \_\_\_\_\_ Any illegal drug use or possession? \_\_\_\_\_ Any assault offenses? \_\_\_\_\_ Any offense involving children? \_\_\_\_\_ Any crime of theft, dishonesty or violation of trust? \_\_\_\_\_ Any offense involving abuse of the elderly? Any alcohol related offenses? \_\_\_\_\_ Other offenses not listed (explain)*

*To the best of your knowledge, have you **ever** been the subject of a complaint submitted through any Diocese's Ethics and Integrity procedure ,or **any other complaint** involving allegations of child abuse, abuse of the elderly or any inappropriate sexual conduct? Yes \_\_\_\_\_ No \_\_\_\_\_*

**Permission for Background Check:** Do you willingly agree to allow the Diocese of Austin to conduct a background check, which may include your criminal and driving records, credit and financial records or other information deemed necessary by the Diocese?      Yes: \_\_\_\_\_      No \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Human Resources Use Only:**

**Date Received** \_\_\_\_\_ **Received by** \_\_\_\_\_

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**EDUCATION**

College or University Attended	Dates Attended	Hours Completed	Graduated Yes / No	Degree Received

Circle Highest Primary or Secondary Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12

**LICENSES / CERTIFICATIONS**

License or Certification	Date Issued	Date Expires	Issuing Authority	License Number

Special Training or Skills: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL REFERENCES**

Provide 2 personal references (not family members) that may be contacted to verify your qualifications.

Name: \_\_\_\_\_ Yrs. Known \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Yrs. Known \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone \_\_\_\_\_

**EMPLOYMENT HISTORY**

List **all** places where you have been employed during the last 10 years, starting with the most current and working back. Attach additional pages if more space is needed. **Account for all periods of unemployment longer than 30 days.**

Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Supervised others? Yes \_\_\_ No \_\_\_  
 Description of Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe any disciplinary or performance problems \_\_\_\_\_  
 Reason for leaving (or wanting to leave) this company: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervised others? Yes \_\_\_ No \_\_\_  
Description of Duties \_\_\_\_\_  
\_\_\_\_\_

Describe any disciplinary or performance problems \_\_\_\_\_  
Reason for leaving (or wanting to leave) this company: \_\_\_\_\_  
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Position Title: \_\_\_\_\_ Supervised others? Yes \_\_\_ No \_\_\_  
Description of Duties \_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_

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**PLEASE READ AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE OF THE TERMS OF THIS APPLICATION FOR EMPLOYMENT BY SIGNING THE SPACE PROVIDED.**

1. I certify that all information provided by me in connection with this application for employment, whether specifically listed on this document or provided by other means, is true and complete, and I understand that any misstatement, falsification, omission or concealment of any information may be grounds for refusal to hire or, if already hired, immediate termination of employment.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States of America.
3. I understand that the Diocese of Austin may check with the Texas Department of Public Safety, the Federal Bureau of Investigation or any other law enforcement or criminal justice agencies for my criminal history or driving record.
4. I understand and accept the condition of employment that requires my professional and personal conduct and lifestyle to conform to the ethical and moral teachings of the Roman Catholic Church
5. I authorize any of the persons or organizations referenced in this application to provide any and all information concerning my previous employment, education or any other information they might have, whether personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information or from any use of this information.

**THIS APPLICATION MUST BE SIGNED AND DATED TO BE ACCEPTED AND CONSIDERED FOR ANY POSITION WITH THE CATHOLIC DIOCESE OF AUSTIN.**

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

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*CONFIDENTIAL INFORMATION*  
*Not To Be Used Outside The Human Resources Office*  
*Unauthorized Use Of This Information is Grounds For Termination of Employment*

**APPLICANT DATA SHEET**

**Personal Information**

LAST Name \_\_\_\_\_ FIRST Name \_\_\_\_\_ MIDDLE Initial \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Place of Birth \_\_\_\_\_ US Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_  
Gender: Male (M) Female (F)  
Race (check one) African American (B) \_\_\_\_\_  
Anglo (W) \_\_\_\_\_  
Asian (A) \_\_\_\_\_  
Hispanic (H) \_\_\_\_\_  
Native American (N) \_\_\_\_\_  
Other (O) \_\_\_\_\_  
Religious Affiliation (check one) Roman Catholic \_\_\_\_\_  
Eastern Catholic \_\_\_\_\_  
Orthodox Catholic \_\_\_\_\_  
Other \_\_\_\_\_

**Job Posting Information**

Position for which you have applied: \_\_\_\_\_  
Did you learn of this position through any of the following?  
Local Newspaper \_\_\_\_\_ Catholic Spirit \_\_\_\_\_  
Internet \_\_\_\_\_ Parish Bulletin \_\_\_\_\_  
Diocesan employee \_\_\_\_\_ Other: \_\_\_\_\_

**Hiring Information (to be completed by Human Resources Office upon hire)**

Position Classification Title \_\_\_\_\_ Department \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_ (ending date) \_\_\_\_\_  
Exempt \_\_\_\_\_ Non-exempt \_\_\_\_\_ Pay: Hourly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_

**Emergency Contact Information**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_