



Diocese of Birmingham in Alabama

Department of Human Resources
P.O. Box 12047
Birmingham, Alabama 35202

Application for Employment

Equal Opportunity Employer*

PLEASE READ BEFORE COMPLETING THIS APPLICATION

*The Parish/School/Apostolate/Diocese of Birmingham in Alabama does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, sex, national origin, marital status, disability, age or veteran status. By law, church organizations are exempt from the provision prohibiting consideration of an individual's religious preferences in hiring or termination decisions. Additionally, in accordance with Canon Law, an individual's gender may be a determining factor for employment in the role of clergy or other pastoral positions. The Consideration for employment will include a full review of your qualifications for the position for which you are applying based upon the information in this application and any other relevant information furnished by you before the hiring decision is made. In all cases, an initial decision to offer employment will be conditioned upon a background check and drug screen by a physician of our selection. Preference will be made in favor of practicing Roman Catholics in positions or classifications where it is important that employees be Roman Catholic for effective and proactive handling of religious activities. In no case can the employee be in conflict with the teachings of the Church.

Answer all questions. Do not respond with "See Resume". Applications remain in effect for a period of 90 days. Any candidate wishing to be considered for employment beyond this time must re-apply in writing. (Please print)

PERSONAL DATA

Last Name

First Name

Middle

Name Suffix

Phone number

Home Address

City

State

Zip Code

E-mail address

WORK DESIRED

Position Applied for:

Identify your goals and the work environment you are looking for:

Present Salary _____ Expected Salary _____

General Information

Are you available to work: Full Time Part Time Temporary Seasonal

Hours available _____

On what date would you be available for work? _____

Can you furnish proof of your legal right for work? Yes No

(Proof of citizenship or immigration status will be required upon employment, along with I-9 form.)

Are you under 18 years of age? If so, can you provide required proof of your eligibility to work? Yes No

Are you currently employed? o Yes o No

If offered the position, would you agree to a background check, and drug/alcohol screening at any time by a physician of our selection? o Yes o No

Have you previously applied for employment with the Parish/Diocese? o Yes o No

If so, state when: _____ . If you have ever been employed by the Diocese, please state when, what position, for what period of time and the reason for leaving in each case.

Other names used in prior employment _____

How were you referred to the Parish/Diocese?

- Employee Advertisement School/Parish/Diocese Drop in Agency Other

Name of referral source indicated above: _____

Have you ever pled guilty, no contest, or been convicted of, a criminal offense? o Yes o No

Are there any criminal charges currently pending against you? o Yes o No

(If yes to either of the above questions, give date and circumstances on attached sheet)

Answering "yes" to either question will not automatically disqualify you from the position. The Diocese will consider all of the relevant circumstances (i.e., nature of the crime, when it occurred, any extenuating circumstances).

Have you ever been involuntarily discharged from a position? o Yes o No

If yes, give date and circumstances _____

EDUCATIONAL DATA

	High School	Undergraduate College/University	Graduate/Professional	Other
School Name				
School Location				
Years Completed	9 - 10 - 11 - 12	1 - 2 - 3 - 4	1 - 2 - 3 - 4	
Diploma/Degree				
Major/Minor				
Grade Point Average				
Describe any academic honors you have received.				
Describe any specialized training, apprenticeships, co-op, and skills.				

Are you presently in school? o Yes o No

If yes, give expected completion date _____

List courses you are taking _____

TEACHING CERTIFICATION

Alabama Certificate held: Certificate# _____ Expiration _____ Class _____

Areas/Grade Levels Certified for: _____

If no Alabama certificate is held, do you hold a teaching certificate from another state? o Yes o No

If yes, which state(s) _____ describe _____

I desire to teach grade(s) _____

Subject(s) I am qualified to teach _____

SPECIAL SKILLS

List applicable professional or technical licenses/certifications relative to your ability to perform the functions of the position for which you are applying _____

List awards, honorary positions or volunteer work relative to your ability to perform the functions of the position for which you are applying. _____

List equipment, machinery or special skills relative to your ability to perform the functions of the position for which you are applying. Include your skill level and/or years of experience _____

MILITARY DATA

Branch of Service: _____ Dates of Service: _____ to _____

EMPLOYMENT DATA

Begin with present or most recent position. In listing dates, give month and year. List all positions you have held beginning with your most recent. Include self-employment/volunteer work.

If presently employed, may we contact your current employer? o Yes o No

Employer:	Telephone Number: ()
Street Address:	
City	State Zip
Job Title:	Supervisor:
Dates of Employment: to	Hourly Rate/Salary: (Start) (End)
Reason for .Leaving:	
Work Performed:	

Note: If break between jobs, please explain:

Employer:	Telephone Number: ()
Street Address:	
City	State Zip
Job Title:	Supervisor:
Dates of Employment: to	Hourly Rate/Salary: (Start) (End)
Reason for .Leaving:	
Work Performed:	

Note: If break between jobs, please explain:

Employer:	Telephone Number: ()
Street Address:	
City	State Zip
Job Title:	Supervisor:
Dates of Employment: to	Hourly Rate/Salary: (Start) (End)
Reason for .Leaving:	

Note: If break between jobs, please explain: _____

Please write a paragraph or two indicating why you would like to teach/work in the Diocese of Birmingham Parishes, School or Apostolates.

Personal References (Not relatives or employers)

Name	Name
Address	Address
Telephone	Telephone
Position/Occupation	Position/Occupation
How Long Known	How Long Known

Name	Name
Address	Address
Telephone	Telephone
Position/Occupation	Position/Occupation
How Long Known	How Long Known

List below the name of relatives employed by the Diocese and their relationship to you.

***** **PLEASE READ CAREFULLY BEFORE SIGNING** *****

I hereby certify that the information provided in this application is accurate to the best of my knowledge and subject to verification by the Diocese of Birmingham in Alabama (Diocese). I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide this organization (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result. *I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment or termination of employment.*

I acknowledge that my employment may be terminated or any offer or acceptance of employment withdrawn at any time with or without cause and with or without prior notice at the option of the Diocese. However, I am also free to voluntarily terminate my employment at any time.

I understand that, in the event I am employed by the Diocese, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by the Diocese at the discretion of the Diocese.

In the event of my employment, I will comply with all rules and regulations as set forth in the Diocesan Employee Handbook or other communication distributed to all employees. In addition, I agree to become familiar with youth protection policies and basic Catholic teachings by taking courses offered by the Diocese which are designed to cover the subject of each, as and when offered.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

I have read the above statement and accept the same as a condition of my employment with the Diocese.

Signature of Applicant

Date