

**Check One:**  
\_\_\_\_ New Applicant  
\_\_\_\_ Applied Previously  
\_\_\_\_ Former Employee  
\_\_\_\_ Present Staff Member

## EMPLOYMENT APPLICATION

<b>INTEREST:</b>	_____ Full Time	<b>Position:</b> _____
	_____ Part Time	
	_____ Seasonal	

**Note:** Include transcripts of degrees listed and complete reference contact information, including an email address and a telephone number. For most positions, being a practicing Roman Catholic is a *Bona Fide Occupational Qualification*; Catholics must include a recent (within the last 6 months) copy of a baptismal certificate. **Complete the application form thoroughly.**



### PERSONAL INFORMATION

NAME \_\_\_\_\_  
Last First M.I. Maiden

PRESENT STREET ADDRESS \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ TELEPHONE (\_\_\_\_) \_\_\_\_\_

PERMANENT STREET ADDRESS \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ TELEPHONE (\_\_\_\_) \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_\_ BIRTHDATE (Month/Day only) \_\_\_\_\_

ARE YOU A PRACTICING ROMAN CATHOLIC? \_\_\_\_\_ IF NOT, WHAT IS YOUR RELIGION? \_\_\_\_\_

CHURCH NAME / LOCATION \_\_\_\_\_ PASTOR \_\_\_\_\_

Are you a citizen of the United States of America? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, separately provide details of your eligibility for employment in the U.S.

Have you ever been convicted of violating any law (except minor traffic violations)? Yes \_\_\_\_\_ No \_\_\_\_\_  
A background check is required and will be conducted prior to employment. Under Diocese of Covington policy, a conviction for any offense involving violence or sexual misconduct will automatically disqualify an applicant from employment consideration.

As defined under the *American's with Disabilities Act*, do you require any "reasonable accommodation" in order to perform the job for which you have applied?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes", please explain separately.



### EDUCATION

HIGH SCHOOL: Name \_\_\_\_\_ Location \_\_\_\_\_

Also, if applicable:

COLLEGE / UNIVERSITY	DATES OF ATTENDANCE	MAJOR	MINOR	DEGREE / SEMESTER HOURS



## EXPERIENCE

Begin with most recent employment experience first and list chronologically. Use an additional sheet if needed. **Leave no experience out.**

CURRENT or Immediate Past Employer	DATES: From/To	Nature of Experience	Pay Range

Other Employment - Employer Name	DATES: From/To	Nature of Experience	Pay Range

### **VOLUNTEER AND RELATED ACTIVITIES; SPECIAL SKILLS OR TRAINING; OTHER QUALIFICATIONS:**

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## REFERENCES

Give name and address of current and/or immediate past employer/supervisor, plus others who have knowledge of your work and/or your character.

NAME AND TITLE	COMPLETE ADDRESS	EMAIL ADDRESS AND TELEPHONE
1. ....		
2. ....		
3. ....		
4. ....		
5. ....		
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Applications are ordinarily retained for at least six months, or until you notify us that you no longer wish to be considered for employment.

**I certify that all information given or referred to in this application, including accompanying statements and documentation, is true and correct to the best of my knowledge. I understand that obtaining employment through willful misrepresentation of facts is grounds for dismissal.**

**In the event I am hired, I understand that my employment will not be governed by any written or oral contract and will be considered an "at-will" arrangement. This means that I am free, as is the Diocese of Covington, to terminate my employment at any time for any reason, so long as there is no violation of applicable federal or state law.**

APPLICANT SIGNATURE (Required) \_\_\_\_\_ DATE \_\_\_\_\_

***Return to:***  
**Human Resources**  
**1125 Madison Avenue**  
**Covington, KY**  
**41011-3115**  
**skoplyay@covdio.org**  
**FAX 85-392-1589**