

Date of Application: _____

Roman Catholic Diocese of Covington

OFFICES OF THE DIOCESAN CURIA

1125 Madison Avenue, Covington, KY 41011-3115

Telephone: 859/392-1500 FAX: 859/392-1589 E-mail: skoplyay@covdio.org

Check One:

____ New Applicant
____ Applied Previously
____ Former Employee
____ Present Staff Member

EMPLOYMENT APPLICATION

INTEREST:

____ Full Time

Position:

____ 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:



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.-----		

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
FAX 859/392-1589