

**DIocese of Monterey
APPLICATION FOR EMPLOYMENT**



Office of Human Resources
425 Church St., Monterey, CA 93940
humanres@dioceseofmonterey.org
www.dioceseofmonterey.org
(831) 373-4345

It is the policy of the Diocese of Monterey to comply with all applicable state and federal laws prohibiting discrimination in employment.

Date: _____

PERSONAL:

Name: _____
Last First Middle

Address: _____
Number & Street City State Zip Code

Email Address: _____ Phone number: _____

Are you over 18 years old? ___ Yes ___ No

Have you ever worked for the Diocese of Monterey or for any parish or school within the Diocese of Monterey? ___ Yes ___ No If yes, what location? _____

If hired, can you present evidence of your U.S. citizenship, or proof of your legal right to live and work in this country? ___ Yes ___ No

Position Applying For: _____ Full Time Part Time

Date Available to Start: _____ Salary Desired: _____

EDUCATION:

Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of Years Completed (circle one) 1 2 3 4

Diploma: ___ Yes ___ No G.E.D.: ___ Yes ___ No

School(s) _____ City/State _____

College: Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Dates of attendance: _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held _____
State of _____ License Number _____
License Expiration Date _____

SKILLS:

Typing: _____ wpm. Word Excel PowerPoint

Other Software Skills _____

Are you bilingual in English/Spanish? Yes No

Rate your fluency from 1 (low) to 10 (high)

Speaking _____ Reading _____ Writing _____

Translate English to Spanish _____ Translate Spanish to English _____

EMPLOYMENT:

List last employer first, including U.S. Military Service.

If any employment was under a different name, indicate name: _____

Current (Most Recent) Employer _____

May we contact this employer? Yes No

Address _____ Telephone _____

Position _____ Hours per week _____

Supervisor _____

Dates of Employment – From: _____ To: _____ Full Time Part Time
Month/Year Month/Year

Duties _____

Reason for Leaving _____

Previous Employer _____

Address _____ Telephone _____

Position _____ Hours per week _____

Supervisor _____

Dates of Employment – From: _____ To: _____ Full Time Part Time
Month/Year Month/Year

Duties _____

Reason for Leaving _____

Previous Employer _____

Address _____ Telephone _____

Position _____ Hours per week _____

Supervisor _____

Dates of Employment – From: _____ To: _____ Full Time Part Time
Month/Year Month/Year

Duties _____

Reason for Leaving _____

Previous Employer _____

Address _____ Telephone _____

Position _____ Hours per week _____

Supervisor _____

Dates of Employment – From: _____ To: _____ Full Time Part Time
Month/Year Month/Year

Duties _____

Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history:

Have you ever been discharged or asked to resign from a job? Yes No

If yes, explain: _____

REFERENCES: Please provide the names of three persons not related to you, whom you have known for at least one year.

Name _____ Business: _____

Address _____

Phone (_____) _____ Email _____

Name _____ Business: _____

Address _____

Phone (_____) _____ Email _____

Name _____ Business: _____

Address _____

Phone (_____) _____ Email _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Diocese of Monterey to verify their accuracy and to obtain reference information on my work performance.

I hereby release the Diocese of Monterey from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I understand that any employment offered is for an indefinite duration and is at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____