



Archdiocese of Agana
 196 Cuesta San Ramon, Ste. B, ■ Hagåtña, GU 96910
 Tel: (671)472-6116
 Fax: (671)477-3519

APPLICATION FOR EMPLOYMENT

DATE:

CONTACT INFORMATION

LAST NAME FIRST NAME MIDDLE NAME SUFFIX
 STREET ADDRESS CITY STATE ZIP CODE
 EMAIL ADDRESS MOBILE NO ALTERNATE PHONE

POSITION SOUGHT: (Please list all that apply)

- Full Time Part Time
 Parish School
 Chancery Others

LOCATION:

PLEASE SPECIFY:

When are you available to begin employment?

Please indicate salary requirements:

As a condition of employment a criminal background check is required. Employment is contingent upon results of individual criminal background checks and reference checks.

EDUCATION

SCHOOL ATTENDED	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE	CREDITS /DEGREE	MAJOR/MINOR
High School					
Undergraduate School					
Graduate School					
Graduate School Area (s) of Concentration/ Certification & Licenses if Any:					
Equipment Experience and Software (If Applicable to the position) Example: Computer Skills, office machines, etc.)					

PROFESSIONAL EXPERIENCE (start from most recent employment)

JOB TITLE FROM TO

NAME & ADDRESS OF EMPLOYER

NAME OF SUPERVISOR TITLE PHONE NO:

REASON FOR LEAVING BEG. SALARY: END SALARY:

DESCRIPTION OF DUTIES

JOB TITLE FROM TO

NAME & ADDRESS OF EMPLOYER

NAME OF SUPERVISOR TITLE PHONE NO:

REASON FOR LEAVING BEG. SALARY: END SALARY:

DESCRIPTION OF DUTIES

JOB TITLE FROM TO

NAME & ADDRESS OF EMPLOYER

NAME OF SUPERVISOR TITLE PHONE NO:

REASON FOR LEAVING BEG. SALARY: END SALARY:

DESCRIPTION OF DUTIES

May we contact your current employer at this time? YES NO

Are you able to perform the specific job related functions in the job for which you are applying YES NO

Are you legally eligible to work in the U.S.? YES NO

ADDITIONAL INFORMATION

1. Have you ever had your volunteer services or employment terminated by any parish, schools, or institution YES NO
 If yes, please location: _____ Dates: _____
2. Have you ever served as a volunteer in the Archdiocese of Agana? YES NO
 If yes, please location: _____ Dates: _____
3. Do you have relatives currently working in the Archdiocese? YES NO
 If yes, please location: _____ Dates: _____

REFERENCES: Give name, address, and telephone number/email of references who are not related to you and are not previous employers.

NAME	ADDRESS	EMAIL ADDRESS	TELEPHONE

AFFIDAVITS AND RELEASES (Please read and sign the following:)

(A) Have you ever been charged with, accused of, or convicted of child abuse? Yes No If yes, please explain in the notes section at end of document

I understand that the Archbishop of the Archdiocese of Agana in G takes all allegations of abuse seriously. I further understand that the Archdiocese cooperates fully with the authorities to investigate all cases of alleged abuses. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

(B) Have you ever been convicted of a crime? Yes No If yes, please explain in the notes section at end of document.

A conviction record is not necessarily a bar to employment. Each application will be considered individually, taking into account the nature and seriousness of the offense, how long ago it occurred, and rehabilitation. Do not answer yes if the conviction has been expunged or pardoned.

(C) I certify that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for termination if discovered at a later date.

I hereby grant permission to the Archdiocese and related entities to investigate my background, qualifications and references and to release this application and related information to the appropriate search committees and prospective employers within the Archdiocese of Agana in Guam. I hereby release from liability the Archdiocese, related entities, and their agents from liability in connection with investigating and evaluating my application and sharing the information as described above.

I also hereby give permission for the Archdiocese to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment. I have also read and understood the above stated information within this release and am signing below of my own free will.

I authorize persons, schools, current employer and previous employers, and organizations named in this application to provide the Archdiocese of Agana in Guam with any relevant information that may be required. I further release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

My signature indicates that I have read and understand the above.

 Applicants Signature

 Date

 Applicants Received and Reviewed By

 Date

FOR HUMAN RESOURCE DEPT. USE ONLY

Interviewed By:							
Remarks:							
Hired		Dept:		Position		Salary Wages	
Approved by:	1		2		3		