



## Diocese of Cheyenne

### Application for Employment

**Introduction** – The employer will not cause a person any disadvantages because of race, color, sex, age, national origin, disability or veteran status, except as required by the teachings and canon law of the Catholic Church. The Federal Civil Rights Laws allow a religious organization, such as this employer, to hire on the basis of religion, because religion is a bona fide qualification reasonably necessary to carry on the operations of the Catholic Church.

**Directions** – Print or type responses. You may also electronically complete this application. Please complete this application in full; if something does not apply to you, state “N/A” (not applicable). Incomplete applications may cause delays in processing or may not be considered. Resumes are not accepted in lieu of this application.

#### Information

Name

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_ Apt/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

After hire, will you be able to provide proof of your age? Y \_\_\_\_\_ N \_\_\_\_\_

Are you legally authorized to work in the United States? Y \_\_\_\_\_ N \_\_\_\_\_

#### Employment Desired

Position Applied for: Receptionist/Administrative Assistant

Date of Application \_\_\_\_\_ Available Date \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? Y \_\_\_\_\_ N \_\_\_\_\_

If so, may we inquire of your present employer? Y \_\_\_\_\_ N \_\_\_\_\_

Have you ever been employed by the Catholic Church? Y \_\_\_\_\_ N \_\_\_\_\_

If yes, provide date/location \_\_\_\_\_

Are you able to perform the essential functions for your desired position, with or without reasonable accommodation? Y \_\_\_\_\_ N \_\_\_\_\_

## Education

High School name \_\_\_\_\_ Location \_\_\_\_\_

Graduate? Y \_\_\_\_\_ N \_\_\_\_\_ GED \_\_\_\_\_

College name \_\_\_\_\_ Location \_\_\_\_\_

Graduate? Y \_\_\_\_\_ N \_\_\_\_\_ Degree/Major \_\_\_\_\_

Other Skills and Qualifications (summarize any job-related training, skills, licenses, certificates or other qualifications): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Activities

Activities: (recreation, civic, athletic etc.) Please omit references to any activities that would reveal information about membership in any protected classification, such as race or national origin \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Former Employers

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_

Length of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_

Length of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_

Length of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_



## **Applicant's Certification and Acknowledgements**

I certify that all information provided by me and all statements contained herein are true and complete to the best of my knowledge.

I authorize the Diocese to investigate all statements and information included on this application, including but not limited to my employment record. I hereby release the Diocese and all educational institutions, employers and professional references I have listed herein, and their employees, officers, and agents, from any and all liability for all claims or damages of any kind in connection with the release of information about me to the Diocese pursuant to this authorization, and do hereby further agree to defend, indemnify and hold harmless the Diocese, educational institutions, employers and professional references from and against any and all such actions, causes of actions, suits, losses, liabilities, damages, and expenses (including attorneys' fees).

I understand the Diocese will conduct a pre-employment screening. A criminal background check will be conducted if a conditional employment offer is made. If I am hired, my employment is conditional upon receipt of a satisfactory report from this screening.

In the event of employment or consideration for employment, I understand that false or misleading information given in my application or interviews, or omissions of any information may result in discharge, if hired or grounds for refusal to hire.

I understand that, if hired, I will be required to abide by all employment policies of the Diocese, including but not limited to the Sexual Misconduct Policy. I also understand that, if hired, my employment with the Diocese will be "at-will," which means that either the Diocese or I may terminate the employment relationship at any time, for any lawful reason, with or without cause or notice. If I am hired, I am not guaranteed employment with the Diocese for any particular period of time.

I further understand that this application will expire in six months. At the end of the six-month period, I may re-apply for any open positions by submitting a new application.

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Applicant Signature

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Date

## Diocese Human Resources Page

<b>Human Resources Department Use Only</b>
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Date Application Received \_\_\_\_\_

Received by \_\_\_\_\_

Date of Screening \_\_\_\_\_

Screened by \_\_\_\_\_

Meets minimum requirements? Y \_\_\_\_ N \_\_\_\_

Resume attached? Y \_\_\_\_ N \_\_\_\_

Hired? Y \_\_\_\_ N \_\_\_\_

Position \_\_\_\_\_ Salary/Wage \_\_\_\_\_

Approved by \_\_\_\_\_

Report to work date \_\_\_\_\_