



# ARCHDIOCESE OF LOS ANGELES

## EMPLOYMENT APPLICATION

The Archdiocese recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, pregnancy, or veteran status. The Archdiocese reserves the right to be the sole judge of merit, competence and qualifications and can favor Catholic applicants in all employment decisions based on religious preferences and other religious needs, criteria and policies.

**Please Print or Type**

P E R S O N A L  D A T A	Last Name		First	Middle	Date
	Street Address				Home Phone
	City, State, Zip Code				Cell Phone
	Position Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary				E-mail Address
	Date Available	Salary Desired	Able to Work Overtime? <input type="checkbox"/> YES <input type="checkbox"/> NO		How did you learn of this opening?
	Are you a practicing Roman Catholic? <input type="checkbox"/> YES <input type="checkbox"/> NO		If "YES", Parish		Location
	Have you ever been employed by the Archdiocese? <input type="checkbox"/> YES <input type="checkbox"/> NO		If "YES" When		Where
	Do you have any relatives who currently work for the Archdiocese? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please identify them below:				
	Name of relative _____ Location _____ Current Role _____				
	Name of relative _____ Location _____ Current Role _____				
Are you able to perform the essential functions of the job for which you are applying with or without accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If you need an accommodation, what type of accommodation do you require?					
If hired, can you provide proof of eligibility to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Are you under the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Have you ever been convicted of a felony or misdemeanor? Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program. Do not include misdemeanor marijuana-related convictions that are more than two (2) years old or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. <input type="checkbox"/> YES <input type="checkbox"/> NO (Conviction will not necessarily disqualify an applicant from employment)					

E D U C A T I O N  &  S K I L S	Type	Name & Location of School		No. Yrs. Attended	Major	Degree
	High School					<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> None
	College					
	Graduate School					
	Professional Trade School or other					
	Typing WPM _____	10-Key SPM _____	Machines/Equipment Operated:		Software Used:	
	Other training or skills relevant to the position you are applying for					
	Some positions may require bi-lingual skills. What foreign languages do you:					
	Speak _____ Fluent <input type="checkbox"/> Intermediate <input type="checkbox"/> Beginner <input type="checkbox"/>					
	Read _____ Fluent <input type="checkbox"/> Intermediate <input type="checkbox"/> Beginner <input type="checkbox"/>					
Write _____ Fluent <input type="checkbox"/> Intermediate <input type="checkbox"/> Beginner <input type="checkbox"/>						
Referred By: (Please check applicable box and specify the source)						
<input type="checkbox"/> Internet Site _____ <input type="checkbox"/> Employee Referral _____ /Location _____						
<input type="checkbox"/> Professional Organization _____ <input type="checkbox"/> School _____						
<input type="checkbox"/> Newspaper _____ <input type="checkbox"/> Other _____						

**PLEASE PRINT: All blanks must be completed; "see resume" is not permissible.** Complete all areas even if a resume is included with your application. Start with most recent or present employer. Include part time and self-employment. Explain periods of non-employment below.

E  
M  
P  
L  
O  
Y  
M  
E  
N  
T  
  
I  
N  
F  
O  
R  
M  
A  
T  
I  
O  
N

Company Name	Employed (State Month & Year) From _____ To _____
Address	Telephone _____
Position/Title _____ Supervisor _____	Salary _____ Start _____ Last _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Describe Your Duties & Responsibilities	Reason for Leaving _____
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	If "NO", why? _____

Company Name	Employed (State Month & Year) From _____ To _____
Address	Telephone _____
Position/Title _____ Supervisor _____	Salary _____ Start _____ Last _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Describe Your Duties & Responsibilities	Reason for Leaving _____
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	If "NO", why? _____

Company Name	Employed (State Month & Year) From _____ To _____
Address	Telephone _____
Position/Title _____ Supervisor _____	Salary _____ Start _____ Last _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Describe Your Duties & Responsibilities	Reason for Leaving _____
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	If "NO", why? _____

Company Name	Employed (State Month & Year) From _____ To _____
Address	Telephone _____
Position/Title _____ Supervisor _____	Salary _____ Start _____ Last _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Describe Your Duties & Responsibilities	Reason for Leaving _____
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	If "NO", why? _____

Please explain periods of unemployment. (From/To)	
If you are applying for a position where driving is a requirement of the job, please answer the following questions:	
Do you have a valid driver's license? <input type="checkbox"/> YES <input type="checkbox"/> NO	License # _____ Issuing State _____ Exp. Date _____
Do you have a valid auto insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO	If "NO", why? _____

**Please read carefully and initial each statement below before signing:**

- \_\_\_\_\_ *I understand that the Archdiocese of Los Angeles is a Roman Catholic religious organization and that all employees are expected to respect the values, teachings and morals of the Church.*
- \_\_\_\_\_ *I certify that the information presented in this application form is true and complete. I understand that any false statements are sufficient cause for disqualification or, if hired, termination.*
- \_\_\_\_\_ *I give the Archdiocese permission to contact the references and employers listed or provided except where specifically indicated to the contrary.*
- \_\_\_\_\_ *I understand that the Archdiocese is exempt from State Unemployment and Disability programs.*
- \_\_\_\_\_ *I understand that as a condition of employment, I must provide proof of my legal right to work in the United States in accordance with the Immigration Act of 1986.*
- \_\_\_\_\_ *I understand that my employment is at will and this employment application is not a contract of employment and that I, or the Archdiocese, can terminate my employment at any time, with or without cause or notice.*
- \_\_\_\_\_ *I understand employment may depend upon the results of reference checks, fingerprinting clearance, and/or physical and pre-employment tests including drug screening.*

SIGNATURE	DATE
Revised 7/14/2014	