



# St. Ann Catholic Parish Employment Application

**This form is not complete until a  
St. Ann Screening Form has been submitted.**

We request the following information to help us make the best possible placement. You should complete all portions of this application that pertain to you. We appreciate the time you spend in completing this form.

Name \_\_\_\_\_ Goes By \_\_\_\_\_  
LAST, FIRST, MIDDLE

Home Telephone No. \_\_\_\_\_ Alternate Telephone No. \_\_\_\_\_  
 Address: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

E-Mail Address \_\_\_\_\_

For purposes of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations listed? \_\_\_\_\_

Are you authorized to work in the United States? (If hired, verification will be required consistent with federal law).  Yes  No

Have you ever applied for employment with the Roman Catholic Diocese of Dallas? Yes No

If Yes, please give date and location: \_\_\_\_\_

Have you ever been employed with us before?  Yes No

If Yes, please give date, location and if eligible for rehire: \_\_\_\_\_

How did you learn about the position for which you are applying? \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Salary Desired(required): \_\_\_\_\_

Employment Preference:  Full time  Part time - Date available \_\_\_\_\_  
 Summer Temporary - Dates/Hours available \_\_\_\_\_

Name and Address	Major/Subject/ Course/Degree	Year Completed				Did you graduate?	
		1	2	3	4	Yes	No
High School		1	2	3	4	Yes	No
College/University		1	2	3	4	Yes	No
Other		1	2	3	4	Yes	No

Please list below present and past employment, to include military service, **beginning with the most recent.** Please complete *all* items and be specific. If you have a resume, please attach it to the application.

<b>1</b> Company	Address		Email
Dates Employed From:	To:	Name of Supervisor	
Your Title	Your Duties		
Eligible for rehire?	Yes	No	

<b>2</b> Company	Address		Email
Dates Employed From:	To:	Name of Supervisor	
Your Title	Your Duties		
Eligible for rehire?	Yes	No	

<b>3</b> Company	Address		Email
Dates Employed From:	To:	Name of Supervisor	
Your Title	Your Duties		
Eligible for rehire?	Yes	No	

**If employment history is more than three companies, please submit additional information with this application.**

May we contact the above employers and/or schools, etc. for reference checking purposes?

Yes     No

Please identify any employer you do not wish for us to contact by number? \_\_\_\_\_

**References:**

Please list names, addresses and phone numbers of three (3) references including: most recent supervisor (this is required if applicant is transferring from one diocese entity to another), past employer, and a personal reference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that receipt of this application by the St. Ann/Roman Catholic Diocese of Dallas does not guarantee a job interview or offer of employment. I agree to and understand that I must submit to and pass a background and reference check if offered employment.

I voluntarily grant the St. Ann/Roman Catholic Diocese of Dallas the right to investigate and verify the information statements I have provided in this application and I further authorize all law enforcement, credit companies, educational institutions, employers and similar persons and entities to furnish St. Ann/Roman Catholic Diocese of Dallas information about me.

I hereby release the St. Ann/Roman Catholic Diocese of Dallas and its representatives from any and all liability for seeking and using such information and further release the disclosing persons or entities from any and all liability for furnishing such information.

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check. I further understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment.

I understand the employment that may be offered is at will and is not guaranteed for any particular length of time and that both St. Ann/Roman Catholic Diocese of Dallas and I remain free to terminate the relationship at any time, either with or without cause or with or without notice. I understand that no representative of the St. Ann/Roman Catholic Diocese of Dallas has the authority to make any assurance to the contrary. In the event of employment, I agree to conform to the rules and regulations of the St. Ann/Roman Catholic Diocese of Dallas.

This application will be considered for a period of sixty (60) days and any position sought with St. Ann/Roman Catholic Diocese of Dallas subsequent to that time will require a new application.

I certify that the statements I have made on this application are true and correct. I understand that such information will be relied upon in considering my application for employment and that any misrepresentation or omission of any statements made by me on this application is grounds for disqualification from further consideration or for immediate dismissal from employment.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED