



Bishop Manogue Catholic High School

EDUCATING THROUGH FAITH, LEADERSHIP, KNOWLEDGE, AND COMPASSIONSM

APPLICATION FOR EMPLOYMENT

Last Name _____ First Name _____ Middle _____

Social Security Number ____/____/____ Other Names Used _____

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

Email Address _____

Position for which you are applying _____

Have you ever applied for employment with the Diocese of Reno? _____

Have you ever worked for the Diocese of Reno? _____ Position & Dates _____

Does the Diocese of Reno employ any relative of yours? _____

Your Religion _____

If Catholic, please list your parish _____

All employees in the Diocese of Reno must have registered for a Protecting God's Children training session as well as submitted fingerprints for processing BEFORE beginning work. Have you already completed Protecting God's Children and submitted fingerprints to the Diocese for processing? _____

If no, are you willing to fulfill these requirements? _____

Are you legally authorized to work in this country? _____

Employment is conditional on providing proof of eligibility within 3 days of employment.

How did you hear about this opening? _____

EDUCATION AND TRAINING

	Name & Location of School	Course of Study	Circle Last Year Completed	Did you graduate?	Diploma or Degree Received
High School			9 10 11 12		
College			1 2 3 4		
Graduate			1 2 3 4		
Additional Education or Training					

WORK HISTORY

Please give a complete record of your employment history, including part-time work, military service and internships. Please start with your most recent position. Use extra space on back of application if additional room is needed.

Employer: _____	From: _____
Address: _____	To: _____
Your Job Title: _____	Current/Ending Pay: \$ _____
Major Responsibilities: _____ _____ _____	Supervisor's name and title: _____ _____
Status: Full time _____ Part-time _____ Volunteer _____	Supervisor's phone number: _____
Reason for Leaving: _____ _____ _____	May we contact your supervisor for a reference? Yes _____ No _____

<p>Employer: _____</p> <p>Address: _____</p> <p>Your Job Title: _____</p> <p>Major Responsibilities: _____</p> <p>_____</p> <p>Status: Full time _____ Part-time _____ Volunteer _____</p> <p>Reason for Leaving: _____</p> <p>_____</p> <p>_____</p>	<p>From: _____</p> <p>To: _____</p> <p>Current/Ending Pay: \$ _____</p> <p>Supervisor's name and title: _____</p> <p>_____</p> <p>Supervisor's phone number: _____</p> <p>_____</p> <p>May we contact your supervisor for a reference?</p> <p>Yes _____ No _____</p>
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<p>Employer: _____</p> <p>Address: _____</p> <p>Your Job Title: _____</p> <p>Major Responsibilities: _____</p> <p>_____</p> <p>Status: Full time _____ Part-time _____ Volunteer _____</p> <p>Reason for Leaving: _____</p> <p>_____</p> <p>_____</p>	<p>From: _____</p> <p>To: _____</p> <p>Current/Ending Pay: \$ _____</p> <p>Supervisor's name and title: _____</p> <p>_____</p> <p>Supervisor's phone number: _____</p> <p>_____</p> <p>May we contact your supervisor for a reference?</p> <p>Yes _____ No _____</p>
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Employer: <hr/> Address: <hr/> Your Job Title: <hr/> Major Responsibilities: <hr/> <hr/> <hr/> Status: Full time _____ Part-time _____ Volunteer _____ Reason for Leaving: _____ <hr/> <hr/>	From: <hr/> To: <hr/> Current/Ending Pay: \$ _____ Supervisor's name and title: <hr/> <hr/> Supervisor's phone number: <hr/> May we contact your supervisor for a reference? Yes _____ No _____
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Have you ever been dismissed from employment, forced to resign, or resigned to avoid being dismissed? _____

If yes, please explain using the space on the back of application.

REFERENCES

Please list four references (do not include relatives or neighbors) who are familiar with your work experience, character, education and general abilities. At least two of these must be current or previous supervisors (please asterisk*).

(1) Name	Title	Phone ()
Address, city, state, zip		
(2) Name	Title	Phone ()
Address, city, state, zip		
(3) Name	Title	Phone ()
Address, city, state, zip		
(4) Name	Title	Phone ()
Address, city, state, zip		

ARRESTS/CONVICTIONS

In answering the following questions, be advised that if you are offered a position within the Diocese of Reno, a set of your fingerprints will be taken and will be forwarded to the Federal Bureau of Investigation (FBI) for processing. The Diocese will then receive a report from the FBI which will contain a complete listing of any arrest and/or conviction that is on your FBI criminal history file. It is essential, therefore, that you answer each question with complete honesty. If you are unsure about a past event, you should list it. Please note that a "yes" answer to these questions may not necessarily disqualify you from consideration for employment. The Diocese will consider the nature and date of the conviction, your intervening conduct, and the relationship between the conviction and the position for which you are applying.

Have you ever been CONVICTED of any criminal offense other than a minor traffic violation (this includes, but is not limited to a felony, gross misdemeanor, misdemeanor, DUI, etc.)? Conviction means the final judgment of a verdict or a finding of guilty, plea of guilty, or a plea of nolo contendere in any court, regardless of whether an appeal is pending or could be taken.

YES (please initial) _____

NO (please initial) _____

Do you have any outstanding arrests for which you are awaiting trial or for which a final judicial determination has not been made?

YES (please initial) _____

NO (please initial) _____

Have you ever had any credential or driver's license suspended or revoked?

YES (please initial) _____

NO (please initial) _____

If yes to any of the above, please explain and include applicable dates: _____

Applicant's Name (please print)

Applicant's Signature

Date

We are an Equal Opportunity employer and fully comply with the Americans with Disabilities Act. Accommodations for persons with disabilities will be provided unless the accommodations would place an undue hardship on the employer. Persons needing accommodations should notify the School.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION.

I hereby certify that all information provided by me on this employment application and all other information provided by me in the course of applying for employment with the Diocese of Reno is truthful, accurate, and complete. I understand that if any information provided to me on this employment application or any other information provided by me in the course of applying for employment with the Diocese of Reno is found to be false, untruthful, misleading, or incomplete that such will be cause for immediate rejection of my application for employment. I further understand that if I am hired as an employee in the Diocese of Reno and at any time thereafter it is discovered that any information provided by me on this employment application or any other information provided by me in the course of applying for employment with the Diocese of Reno is found to be false, untruthful, misleading, or incomplete shall be sufficient cause for disqualification or dismissal from employment.

I hereby authorize the Diocese of Reno to obtain information relating to my current and previous employment, education, criminal or personal history records. I agree to release the Diocese of Reno, its employees, representatives, and agents from any and all liability claims or damages for the obtaining and use of information obtained from these sources or developed as a result of contacting these sources.

I hereby authorize any and all organizations, including but not limited to my current or previous employers, educational institutions, etc., their employees, representatives, and agents to provide any and all information regarding my employment or education to the Diocese of Reno, its employees, representatives, and agents from any and all liability claims or damages that may directly or indirectly result from the use, disclosure, release or omission of any such information by and person or party, whether such information is favorable or unfavorable to me. A photocopy of this release will be valid as an original even though the photocopy does not contain an original writing of my signature.

I hereby certify that I have read and understand the above.

Print Applicant's Name

Applicant's Signature

Date