

DIOCESE OF SAN JOSE: EMPLOYMENT APPLICATION FORM

WORK EXPERIENCE

Please list most recent position first.

Position: _____ From: _____ To: _____

Employer: _____ Phone #: _____

Address: _____

Position: _____ From: _____ To: _____

Employer: _____ Phone #: _____

Address: _____

Position: _____ From: _____ To: _____

Employer: _____ Phone #: _____

Address: _____

MILITARY EXPERIENCE/ADDITIONAL SKILLS

Branch of Service: _____ From: _____ To: _____

Speciality: _____

List any other experience, hobbies or special skills (i.e., volunteer work): _____

PROFESSIONAL REFERENCES

Include name, address, phone number & relationship to your work.

Indicate the name of your recent supervisor on line 1, the next most recent supervisor on line 2, another person familiar with your past work on line 3, and a character reference, not a relative, on line 4.

1. _____

2. _____

3. _____

4. _____

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BACKGROUND QUESTIONS

Please answer the following questions. Explain any "yes" answers to questions 1, 2, and 3.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Have you ever failed or refused to fulfill an employment contract? If yes, please explain: _____ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever, for any reason, been suspended, dismissed or asked to resign a position? If yes, please explain: _____ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| *3. Have you ever been convicted of a crime? (Exclude convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged or legally eradicated; and misdemeanor convictions for which probation was completed and the case was dismissed.) If yes, briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case: _____ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. After employment, can you submit verification of your legal right to work in the United States? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever applied for a position within the Diocese of San Jose before? If yes, where: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Annual salary in most recent position: _____ \$ | | |
| 7. Salary desired: _____ \$ | | |
| 8. Date available for employment: _____ | | |
| 9. Referred by: _____ | | |

**** The Diocese of San Jose will not deny employment to any applicant solely because the person has been convicted of a crime. The Diocese of San Jose, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.***

DIOCESAN STATEMENT OF NON-DISCRIMINATION

Employment in the Diocese of San Jose will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, creed, sex, marital status, age, handicap, or national origin, except where creed, sex, or ordination is a bona fide occupational qualification.

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CERTIFICATION

I hereby certify that the information presented in this application form and any supporting documentation (resume, transcripts, letters of recommendation, etc.) is true and complete. I understand that any misrepresentations or omissions shall be sufficient cause for disqualification or, if hired, dismissal. My permission is given for contact to be made with references and employers listed on this application, on my resume, or on any attached sheets.

I understand that the employment at Diocese of San Jose is expressly "at will" in that I am free to resign and the Diocese is likewise free to terminate my employment at any time, with or without cause, for any reason deemed sufficient by either the Diocese or me, as the case may be. No one other than the Bishop or Moderator of the Curia, by written agreement, has any authority to enter into any agreement for employment for a specified time, or to enter into any agreement contrary to the foregoing. I understand that if I am hired, I will be required to sign an at-will agreement as a condition of employment.

I understand and acknowledge the following:

I authorize investigation of all statements contained in this application and any supporting documents. I authorize the Diocese of San Jose to secure information about my experience from former employers, educational institutions, government agencies, or any reference I have provided, and for those parties to provide information concerning my experience, and I hereby release all parties from any liability arising from such investigation. I specifically authorize investigation into my DMV record, criminal record, and consumer credit history.

SIGNATURE: _____ DATE: _____

Please attach the following:

- 1. A professional resume.
- 2. Three letters of recommendation.

Please write or attach a brief answer to the following questions:

1. Why are you interested in working for the Diocese of San Jose? _____

2. What contribution you can personally make to the Diocese of San Jose? _____

Forward application and documentation to: Diocese of San Jose
The Chancery/Personnel Office
1150 North First Street, Suite 100
San Jose, CA 95112-4966

Should you have any questions, you may contact the Personnel Office by phone at (408) 983-0149, by email at personnel@dsj.org, or by fax at (408) 983-0203.