



DIOCESE OF MANCHESTER

153 Ash Street, Manchester, NH 03104-4396

Tel: 603-669-3100

Fax: 603-669-0377

APPLICATION FOR EMPLOYMENT

Kindly complete this application and return it to the Diocese of Manchester at the above address or to the parish with which you are applying. An incomplete application will eliminate your candidacy. Please note that we comply with all applicable equal employment opportunity laws and do not discriminate in hiring, promotion, or other employment decisions on the basis of race, age, sex, color, pregnancy, disability, veteran status, or national origin.

NAME: _____
 First Middle Last

ADDRESS: _____
 Street City State ZIP

TELEPHONE: _____ E-MAIL ADDRESS: _____

POSITION(S) FOR WHICH YOU ARE APPLYING: _____

List all states in which you have resided during the last 5 years: _____

Are you authorized to work in the United States? Yes ___ No ___

Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodation? Yes ___ No ___

Have you applied for employment here before? Yes ___ No ___ When? _____

Have you ever been employed by the Diocese, any Catholic parish or school, or other Catholic agency? Yes ___ No ___ Where and when? _____

Have you ever been convicted of a crime (including driving while impaired or its equivalent, but excluding minor motor vehicle offenses) that has not been annulled by a court of law? (Please note that an affirmative answer does not automatically disqualify you from being considered as a candidate for employment). Yes ___ No ___ If yes, please explain on reverse side or attach additional sheets.

Has your employment ever been involuntarily terminated by any parish, school, agency, or organization? Yes ___ No ___
If yes, please explain on reverse side or attach additional sheets.

Have you ever committed, or been convicted of physical or sexual abuse, neglect, harassment, or sexual misconduct in any form? Yes ___ No ___ If yes, please explain on reverse side or attach additional sheets.

Have your parental rights ever been terminated or have you ever been subject to any court order involving allegations of sexual, physical, or verbal abuse of a minor or a crime involving a vulnerable adult? Yes ___ No ___ If yes, please explain on reverse side or attach additional sheets.

| EDUCATION | | | | |
|--|----------------|----|---|-------------------------------------|
| Name of School and Location. Include College, Graduate Work, and Summer Sessions MOST RECENT LAST | Dates Attended | | Diploma/Degree Conferred (Please indicate MAJOR & MINOR) | Semester Hours Credit Beyond Degree |
| | From | To | | |
| HIGH SCHOOL: | | | | |
| | | | | |
| | | | | |
| UNDERGRADUATE: | | | | |
| | | | | |
| | | | | |
| | | | | |
| GRADUATE: | | | | |
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| | | | | |
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| EMPLOYMENT | | | | | |
|--|---------------|----------------|----------|--|--------------------|
| PRESENT AND ALL PRIOR EMPLOYERS including Address and Telephone Number (list most recent first) | POSITION HELD | DATES EMPLOYED | | PLEASE INDICATE FULL-TIME OR PART-TIME (if part-time, # hours per week) | REASON FOR LEAVING |
| | | From Mo/Yr | To Mo/Yr | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

VOLUNTEER EXPERIENCE

Please list your volunteer experiences with churches, schools, civic, or non-profit organizations (use back if needed).

| ORGANIZATION | POSITION | DATES | CONTACT | TELEPHONE AND ADDRESS |
|--------------|----------|-------|---------|-----------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

OTHER QUALIFICATIONS

In addition to your work history, what other experiences, skills, or qualifications would enhance your candidacy for a position with the Diocese?

REFERENCES

List three people, unrelated to you, one of whom must be a recent employer, who can attest to your qualifications for this position.

| NAME | ADDRESS | HOME TEL. NO. | WORK TEL. NO. | OCCUPATION |
|------|---------|---------------|---------------|------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

CERTIFICATIONS AND AUTHORIZATIONS

Sign where noted to indicate that you have read and understand the statements.

I certify that the above information is true and complete to the best of my knowledge and belief. I understand that any statement I have furnished which is shown to be false when made will be cause for disregard of this application or will be cause for my immediate dismissal if I have been hired.

I understand that if I am employed by the Diocese of Manchester or its parishes, I will be employed on an at-will basis, meaning that either the Diocese of Manchester, the parish, or I will have the right to terminate the employment relationship at any time, with or without notice or cause.

I understand that any employment or offer of employment is contingent on my meeting the employment eligibility requirements of the Immigration Reform and Control Act.

I authorize the Diocese of Manchester and/or the parish with whom I am applying to conduct any and all inquiries that it may deem necessary or advisable to verify the information provided by me and/or to supplement this information. I authorize the Diocese of Manchester and/or the parish to conduct a personal and professional background check for the purposes of my application. The Diocese may contact any references, past and current employers, church, youth organizations, and agencies where I have volunteered, and any individual or organization which might have information relevant to my desired position.

I authorize any former employer, or any other person, firm, corporation, or government agency to provide the Diocese of Manchester and/or the parish with any information concerning me. In addition, I release such employer, person, firm, corporation, or government agency from any previous agreement, verbal or written, which would prohibit the release of information pertinent to my application for employment with the Diocese of Manchester and/or the parish.

If I am hired, I also authorize the Diocese of Manchester and/or the parish to provide truthful information concerning my employment with the Diocese of Manchester and/or the parish to my future prospective employers, and I agree to hold it harmless for providing such information.

I understand, in accordance with church law, that no person who admits or is found to have sexually abused a child can exercise any ministry in the Church and that the Diocese of Manchester has a policy regarding the thorough investigation of all reports of child sexual abuse by any church personnel. I further understand that the Diocese of Manchester cooperates fully with the civil authorities in their investigation of all reports of a crime, including the sexual abuse of a minor.

I understand that it is my obligation to notify, within 14 days, my pastor or principal if I am arrested or convicted of a crime after signing this form.

SIGNATURE OF APPLICANT

DATE OF APPLICATION