

Roman Catholic Diocese of Syracuse

Church of St. Paul
30 Pleasant Street

Diocesan Location: Norwich, NY 13815

Application for Employment

Note: This form is to be completed by any individual who is currently employed or is applying to be an employee in any parish, institution, office, school or program sponsored by the Diocese of Syracuse, or its related agencies.

Last Name		First	Middle	Social Security No.	Date
Is additional information relative to a name change or nickname necessary to check on your work records? If Yes, please explain:					
Present Street Address		City	State	Zip	Daytime Phone
					Evening Phone
Permanent Address (If different from present address)					Cell Phone No.
					E-Mail Address
Have you ever been an employee or volunteer at any Diocesan location, including in the Diocese of Syracuse? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details: _____					Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, state your age _____

I am interested in working: ☐ weekdays only, ☐ weekends only, ☐ Let's chat, my time is flexible

I am generally available ☐ mornings, ☐ afternoons, ☐ evenings

Date available: _____

Area(s) of Interest ☐ Parish Administration ☐ Parish Ministry ☐ Catholic Schools ☐ Religious Education ☐ Youth Ministry
☐ Catholic Charities ☐ CYO or Coaching ☐ Ministry to the Sick ☐ Liturgical Ministry ☐ Music Ministry ☐ Diocesan Office
☐ Other(s) _____

The Position that I am applying for: 1) _____, 2) _____, 3) _____

I am interested in employment opportunities: ☐ Full-Time ☐ Part-Time

I am an U. S. Citizen or have the legal right to accept employment in the U.S. ☐ Yes ☐ No

Have you ever received Child and Youth Protection Training (when/where/by whom)? _____
If yes, please give the date and provider of your last Criminal Background Check: _____

Name and location of School	# Of Years/Credit hrs. completed	Minor/Major and Degree Received
High School	Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		
Postgraduate School		
Other training		

The Diocese of Syracuse commits itself to a continued policy that there be no unlawful discrimination because of race, color, sex, national origin, marital status, an individual's disabilities, age, criminal record, genetic predisposition, military status or carrier status. This policy will apply to all situations which oversee the consideration and movement of personnel.

EMPLOYMENT and VOLUNTEER ACTIVITIES –

Please list all present and former employment and volunteer activities beginning with your present or most recent position. Use additional pages if needed. If you desire, you may attach a resume or curriculum vitae.

Company/Organization Name		Phone ()
Address		When (Month & Year) From To
Title	Paid or Volunteer	Reason for leaving
Duties		

Company/Organization Name		Phone ()
Address		When (Month & Year) From To
Title	Paid or Volunteer	Reason for leaving
Duties		

Company/Organization Name		Phone ()
Address		When (Month & Year) From To
Title	Paid or Volunteer	Reason for leaving
Duties		

Company/Organization Name		Phone ()
Address		When (Month & Year) From To
Title	Paid or Volunteer	Reason for leaving
Duties		

Have you served in the Armed Forces of the United States? Yes No Branch _____ Period of Active Duty ____ to ____
Position at Discharge _____ Date of Final Discharge _____

REFERENCES – If you have resided in this area for less than 2 years please provide at least one reference from your previous area of residence.

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

If you have special skills to share please complete the following, where applicable:

- ☐ Prayer Leader ☐ Biblical Studies ☐ Medical ☐ Professional Counselor ☐ Law/Law Enforcement
- ☐ Marketing/Sales ☐ Music/Art ☐ Computer, which skills? _____ ☐ Retreat Team ☐ Teacher/Trainer
- ☐ Carpentry/Plumbing ☐ Development/Finance ☐ Program Design ☐ Language ☐ Other: _____

IMPORTANT – PLEASE READ THIS

All applicants must complete question IV. You must complete questions I, II, & III *only if* the position(s) for which you are applying will involve contact with children or other vulnerable individuals, i.e. elderly, mentally or emotionally handicapped, etc. Such positions include but are not limited to coaching, counseling, maintenance, religious education, youth ministry, and service/ministry to anyone under the age of 18.

I. Has a civil complaint ever been filed against you that alleged *sexual misconduct or child abuse* by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)? ☐ Yes ☐ No

If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify by name and title the person(s) who investigated the complaint.

II. Do you presently serve, or have you ever served, as a volunteer for any organization, entity or group in which you had contact with children or other vulnerable populations (e.g., elderly, mentally or emotionally handicapped, etc.)?

☐ Yes ☐ No

If yes, please provide the name, address, and phone number of the organization, period of volunteer service, supervisor's name; and briefly describe your activities and/or duties.

III. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action, for reasons relating to allegations of sexual misconduct or child abuse by you? ☐ Yes ☐ No

If yes, please explain. Please include in your explanation the date, nature, and place of the occurrence(s) or allegations(s) and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address and telephone number.

IV. Have you ever been convicted of a criminal offense (felony or misdemeanor)? ☐ Yes ☐ No

If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

IMPORTANT: By my signature below, I certify that the information provided in this application is true, correct and complete. If employed or accepted as a volunteer, any misstatement or omission of fact on this application may result in my dismissal. I grant permission to check my background and references and release the *Diocese of Syracuse* and Diocesan locations from any and all resultant liability. If welcomed as an employee, I will abide by the "Child and Youth Protection Policy and the other policies and procedures of the *Diocese of Syracuse*. I understand that acceptance of an offer does not create any obligation upon the diocese to permit my continuing service.

I further understand that while not all positions are security sensitive I acknowledge that all employees are required to undergo a criminal background check and "Child and Youth Protection Training."

I will be required to furnish proof of identity in association with the Criminal Background Check.

Signature: _____ Date: _____

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To this application please attach your resume and a letter of introduction

If you have other skills that will aide you in this role please list them:

Any correspondence, interview notes and the results of the criminal background check and reference checks will be filed with this application.

FOR STAFF:

This application for employment was received on (date) _____ at

(Location) _____

Signature

Date

Actions taken in regard of this Application: