

■ CATHOLIC DIOCESE OF BROWNSVILLE

- P. O. Box 2279 (1910 University Blvd.)
- Brownsville, Tx 78522-2279
- 956/542-2501



**APPLICATION FOR
EMPLOYMENT**
(Please Print)

The Diocese of Brownsville complies with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, national origin, creed, handicapped condition/disability or other protected classification unless a particular factor is determined to be a bona fide occupational qualification.

PERSONAL

Position applied for _____ Date _____

Previously employed by us? _____ When? _____ Position _____

Who referred you to us? _____

If your application is considered favorably, on what date will you be available for work? _____ Desired Salary: \$ _____ yr.

After reviewing the job description, can you perform the essential functions with or without reasonable accommodation? _____

Name: _____

Address: _____ City: _____ State _____ Zip Code _____

Telephone #'s _____ (hm.) _____ (wk.) Soc. Sec.# _____

Driver's License: Type _____ State _____ Expires: _____
Lic. # _____

Are you legally eligible for employment in the USA? _____ (If yes, verification will be required.)

Are you over 18 years of age? _____ Religious Affiliation _____

Are you currently employed? _____ May we contact your present employer? _____

Have you ever been **convicted** of violating any law (except traffic violation)?
_____ (If yes, give date, place, and details). _____

(A conviction record will not necessarily disqualify an applicant from employment. The nature of the offense will be considered in relation to the position applied for.)

List any relatives/friends employed by us: _____

U. 8. Military Experience and Training:

Branch: _____ Dates: _____ Entered: _____

Final Rank _____ Discharged: _____

Your Duties: _____

Special Training: _____

EMPLOYMENT HISTORY

PRESENT OR LAST EMPLOYER	May we contact your PRESENT EMPLOYER?	
	Yes	No
Name of Employer	Telephone	
Address-Street	City	State and Zip Code
Immediate Supervisor		
employment Dates (Mo. and Yr.) From: To:	Title of Position	
Description of Duties:		
Reason for change or leaving:		
Name of Employer	Telephone	
Address-Street	City	State and Zip Code
Immediate Supervisor		
Employment Dates (Mo. and Yr.) From: To:	Title of Position	
Description of Duties:		
Reason for change or leaving:		
Name of Employer	Telephone	
Address-Street	City	State and Zip Code
Immediate Supervisor		
Employment Dates (Mo. and Yr.) From: To:	Title of Position	
Description of Duties:		
Reason for change or leaving:		
Name of Employer	Telephone	
Address-Street	City	State and Zip Code
Immediate Supervisor		
Employment Dates (Mo. and Yr.) From: To:	Title of Position	
Description of Duties:		
Reason for change or leaving:		

NAME/CITY/STATE	(Mo /Yr.)	GRADUATED?	DIPLOMA/DEGREE
ELEMENTARY	From:		
	To:		
HIGH SCHOOL	From:		
	To:		
COLLEGE	From:		
	To:		
GRADUATE	From:		
	To:		
OTHER (Specify)	From:		
	To:		

Any other specialized training/professional certification?

(ATTACH A COPY OF THE ABOVE DIPLOMAS, DEGREES, CERTIFICATES, etc.)

Office Equipment Skills: _____

Computer: Word Perfect? _____ Other: _____

Foreign Languages: Spoken: _____ Read? _____ Write? _____

PERSONAL REFERENCES

Give name, address, telephone# of 3 references (NOT relatives or former employers)

NAME/ADDRESS	OCCUPATION	PHONE#
1.		
2.		
3.		

I hereby authorize the Diocese of Brownsville to which I am applying for employment to contact my previous employers and personal references.

Signature

Date

I hereby certify that the answers to all of the foregoing questions are true, complete, and accurate. I clearly understand that false statements on this application shall be considered sufficient cause for refusal of employment or, if employed, cause for dismissal. I also understand that, if employed, I will be on probation for a specified length of time and that my continued employment will be contingent upon meeting acceptable job performance standards and abiding by the policies and regulations set forth in the Personnel Manual of the Diocese.

Date (Over)

Signature

AUTHORIZATION TO RELEASE INFORMATION

In connection with my application for employment with the Catholic Diocese of Brownsville (the "Diocese"), I understand that inquiries will be made concerning my employment background and qualifications, character, education, and other related matters, such as criminal and driving records, which may be relevant to my employment qualifications. Accordingly, I hereby authorize my former employers, schools, criminal justice and other agencies, or persons named as references to release to the Diocese any and all pertinent information relating to my employment or educational record. This may include, but is not limited to, academic achievements, work habits, job performance, attendance, skills and/or abilities, disciplinary actions, arrests, and conviction records.

I hereby release any individual, agency, or company, including records custodians, from any and all liability for damages of whatever nature which may at any time result from compliance with this authorization. I agree that the Diocese shall not be held liable if the job offer is subsequently withdrawn.

This authorization shall be valid for three months from the date of my signature below.

Applicants' Name: _____ Soc. Sec.# _____
(Print)

Current Address: _____
_____ Zip _____

Signature: _____ Date: _____