## Diocese of San Bernardino - Catholic Schools

## Application for Employment Education and Welfare Corporation

We are pleased that you are interested in applying for a position with the Diocese of San Bernardino. This diocese does not discriminate in hiring or employment on the basis of race, color, sex, national origin, marital status, or on the basis of age. No question on this form is intended to secure information to be used for such discrimination. The diocese reserves the right to favor employees who are Catholic. We will give this application every consideration. However, in accepting it, the diocese makes no commitment of employment to the applicant.

## All questions should be answered in your own handwriting.

Position Applied for:	□ Full Time □ Part Time
Name (in full):	
Address:	
Phone Number: ()Social Security #:	
Message Number: ()	
Other names used in previous employment or schooling:	
Religious Affiliation:	
Can you, after employment, submit proof that you have the legal right to work in thi Upon employment you are required to complete an Employee Eligibility Verification	
Bilingual (other than English) language skills: Language:	□ Speak □ Write □ Translate
As an adult, have you ever been convicted of an offense other than a minor traffic v	violation? □ YES □ NO
If YES, please explain nature below. (Convictions are evaluated for each position a	nd are not necessarily disqualifying).
<u></u>	
How did you learn about this position?	
□ Diocese □ Parish □ School □ Employee □ Bulletin Board □ Newspaper □ Ot	her
Position desired: (Please check all interested positions)	
O Teacher Indicate Level Preference:   Pre-School   K   I   2   3   4   If 9-12, indicate subject areas of qualifications of the control of t	
O Principal Indicate Level Preference: ☐ Elementary ☐ Secondary O Director Indicate Level Preference: ☐ Pre-School O Substitute Indicate Level Preference: ☐ Elementary ☐ Secondary ☐ Pre-Sch	nool
Date you can begin work	
Presently Employed: ☐ Yes ☐ No	s □ No
Highest Degree Major	Minor
Obtained from Date	<u>.</u> _
Certification State: ☐ Yes ☐ No	Catechetical □ Yes □ No
List any professional special studies or research work you have done	

TEACHING EMPLOYMENT DATA: Please account for all your time in the U.S. during the last ten (10) years, including jobs, U.S. military service unemployment service, etc. Start with present or most recent employer(s). School: May we contact your present employer now?  $\square$  YES  $\square$  NO Address: Reason for Leaving: Name & Phone Number of Supervisor: Title of Position Date Employed (MM/DD/YY) From Tο Duties: School: May we contact your present employer now?  $\square$  YES  $\square$  NO Address: Reason for Leaving: Name & Phone Number of Supervisor: Title of Position Date Employed (MM/DD/YY) From Tο **Duties:** School: May we contact your present employer now?  $\square$  YES  $\square$  NO Address: Reason for Leaving: Name & Phone Number of Supervisor: Title of Position Date Employed (MM/DD/YY) From То **Duties:** Condense other previous employment records Address, City, Zip Title of Position Final Weekly Salar From То **Employer Name** 

I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any false information submitted in this application may result in my discharge, and that my employment may be subject to fingerprinting, proof of age, proof of U.S. citizenship or legal right to remain permanently in this country.

I further authorize any individual, company or institution with which I have been associated to furnish the Diocese of San Bernardino with any information concerning my employment which they have on record or otherwise, and do hereby release the individual company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred in furnishing such information.

Name (please print)	C: ( 0.D.)	
Name (niease print)	Signature & Date	

Please provide us with a letter stating your reasons for applying in the Catholic School System.

Please return application and supporting documents to:
Office of Catholic Schools
Diocese of San Bernardino
1201 East Highland Avenue
San Bernardino, California 92404