



Office of Human Resources

P.O. Box 9023, Rockville Centre, N.Y. 11571-9023
Tel: 516-678-5800 • Fax: 516-678-9566 • www.drvc.org/hr

APPLICATION FOR EMPLOYMENT

All applications will be considered for employment without regard to their race, color, religion*, ancestry, national origin, gender, age, marital status, veteran's status, physical or mental disability. No questions on this application are intended to secure information to be used in a discriminatory manner.

*Because of the religious nature of the tasks involved for many positions will be filled solely by qualified Roman Catholics in good standing with the church.

Date: _____

PERSONAL INFORMATION

Name _____
Last First Middle

Address _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

For checking prior records, provide other names you have used:

If under 18 years of age, do you have a work permit? Yes No

Are you either a United State citizen or an alien who has the legal rights to work in the job for which you are applying? Yes No

Pursuant to the Immigration Reform and Control Act of 1986, all applicants, upon being made an offer of employment, must produce documents, which are specified by the Federal Government, establishing their identity and authorization for employment in the United States. These documents must be produced no later than 72 hours after commencement of employment. You will also be required to sign Form I-9 verifying, under oath, your employment authorization.

EMPLOYMENT DESIRED

Position for which you are applying: _____

Full Time Part Time Temporary



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Date of Availability: _____

Salary Desired: _____

Circle the days you can work: M T W TH F S S

List times available each day: _____

How did you hear of this position with the Diocese: _____

Have you previously been employed by or applied for employment with the Diocese of Rockville Centre or another employer participating in the benefit plans administered by the Diocese of Rockville Centre?

Yes No If yes, please entity and dates: _____

PERSONAL DATA

Have you ever been discharged for any reason other than lack of work? Yes No

If yes, please explain: _____

Have you ever been convicted of a crime (or have charges pending against you) other than a minor traffic violation?*

Yes No

If yes, please explain:

*Conviction of a crime is not an automatic bar to employment

EDUCATION

List All Schools	Name and Address	# of Yrs. or Credits	Graduated Yes/No	Degree (Type of Diploma)	Major
High School		 		 	
College or University					
College or University					
Graduate School					
Business or Technical					



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SPECIAL SKILLS (if applicable)

List foreign languages you know and indicate your level of proficiency and fluency:

Foreign languages you: Speak _____ Read _____ Write _____

What computer software do you know? _____

Supervisory experience: _____ mos./yrs. If you have Supervision experience, explain the number and the positions of those you supervised. _____

Do you have any professional licenses or certifications? If yes, please list them _____

Drivers License Type: Chauffeur Commercial Regular Restrictions

EMPLOYMENT HISTORY

Even if you have submitted a resume, please complete this section of the Application. List all previous work experience. Begin with any present positions and work back to your first position. The Diocese reserves the right to verify all information except information concerning your present employer, which will be verified after hire, unless you advise us that such contact is permissible before hire.

May we contact your present employer? Yes No

From Mo/Yr	To Mo/Yr	Employer Name, Address and Telephone	Job Title	Direct Supervisor	Reason for leaving



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REFERENCES (NON-FAMILY MEMBERS ONLY)

Name	Occupation	Company	Telephone/Email

APPLICANT AGREES TO THE FOLLOWING:

1. By signing this application for employment, I authorize the Diocese or its agents to conduct personal and professional background screenings, which include criminal record checks prior to and during my employment, to communicate with all schools, former employers and personal references and to investigate and confirm the facts that I have stated. I realize that inquiries may be made which will provide information concerning my character, credit standing, driving history and general reputation.
2. I understand and agree that any evidence of any misrepresentation of the data set forth in this application, or evidence of any withholding of facts or circumstances that would, if disclosed, affect my application unfavorably may lead to the termination of my employment with the Diocese.
3. I agree, if employed, to become familiar and comply with the code of conduct, Diocesan Child Protection Policy and other policies, rules and regulations of the Diocese. I agree to maintain a satisfactory attendance and punctuality record.
4. I agree to provide the Diocese any documentation of identity and employment eligibility, as required by the Immigration Reform and Control Act of 1986 (IRCA), within three days of my first day of employment.
5. I understand and agree, if employed by the Diocese, my employment will be at will and without fixed term. The Diocese or I may terminate said employment at any time with or without cause, and with or without notice. I further understand that no representative of the Diocese is authorized to enter into any agreement for employment for any specified period unless a specific written communication is identified as an employment agreement and it is signed and duly executed by a representative of the Diocese of Rockville Centre authorized to enter into such an agreement.
6. I have read the entire application and have been given an opportunity to review it. I understand and agree to all its contents. I certify that all answers given on this application are true and complete to the best of my knowledge, and I understand that misrepresentation or omission on this application in any detail is grounds for disqualification from further consideration or for dismissal from employment in accordance with the policy of the Diocese.

Date

Signature of Applicant