



An Equal Opportunity Employer

Date: _____

The Roman Catholic Diocese of Boise

Application for Employment

The Diocese of Boise recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability or veteran status. The diocese reserves the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in all employment decisions.

New Applicant

Rehire Within Diocese

Transfer Within Diocese

| | | | | | | |
|---|-------|--------|------------------------|--|--|--|
| Last Name | First | Middle | Social Security Number | | | |
| Street Address | | | Home Phone | | | |
| City, State, Zip | | | Business/Message Phone | | | |
| Have you ever been employed by the Diocese of Boise, or any Catholic Diocese? Yes _____ NO _____ If "Yes", please state when and where. | | | | | | |
| If Hired, can you furnish proof that you are either a U.S. Citizen, or otherwise legally permitted to work in the United States? Yes _____ No _____ | | | | | | |
| Have you ever been convicted of a crime? Yes _____ No _____ If "Yes," Please explain on Page _____ | | | | | | |

| Name and Location of School | No. Years | Major | Degree/Date |
|--|-----------|-------|-------------|
| High School | | | |
| College | | | |
| Graduate School | | | |
| Professional Trade or Other | | | |
| Skills Typing WPM _____ Computer Experience _____ | | | |
| Other training or skills including Bilingual ability | | | |

Please list all Full Time and Part Time Positions which you have held for the past ten years starting with your present or most recent position. Explain all periods of unemployment using space provided on page 4.

| | |
|---|---|
| Company Name | Dates of Employment (Month and Year) From: _____ To: _____ |
| Address | Telephone _____ |
| Position/Title | Salary Full Time _____ Part Time _____ |
| Supervisor | Starting Date _____ Last Date Employed _____ |
| Briefly describe your duties and responsibilities | Reason for leaving _____ |

| | |
|---|---|
| Company Name | Dates of Employment (Month and Year) From: _____ To: _____ |
| Address | Telephone _____ |
| Position/Title | Salary Full Time _____ Part Time _____ |
| Supervisor | Starting Date _____ Last Date Employed _____ |
| Briefly describe your duties and responsibilities | Reason for leaving _____ |

| | |
|---|---|
| Company Name | Dates of Employment (Month and Year) From: _____ To: _____ |
| Address | Telephone _____ |
| Position/Title | Salary Full Time _____ Part Time _____ |
| Supervisor | Starting Date _____ Last Date Employed _____ |
| Briefly describe your duties and responsibilities | Reason for leaving _____ |

REFERENCES

List three references who can speak to your ability to perform the duties of the position you are seeking\

| NAME | TITLE | ADDRESS/PHONE | RELATIONSHIP TO APPLICANT |
|------|-------|---------------|---------------------------|
| | | | |
| | | | |
| | | | |

May we contact your present employer? Yes [] No []

List date available for work _____

State any additional information you feel may be helpful in considering your application

Give the names of three persons you are not related to, whom you have known for at least one year.

| Name | Address and Telephone Number | Business | Years Known |
|------|------------------------------|----------|-------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

| United States Military Service | | | | | |
|--------------------------------|----|----------------|--------------|------------|-------------------|
| Dates From | To | Service Branch | Initial Rank | Final Rank | Type of Discharge |
| | | | | | |

Do you have relatives or friends Employed by the Diocese of Boise? If "Yes", Give name(s) and location(s).

Yes _____ No _____

Comments, Special Skills, Interests, Qualifications or Accomplishments Not Previously Noted

Please Read Carefully Before Signing

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term unless it is in writing and signed by an authorized diocesan representative. I understand and agree that I may resign my employment with the Diocese of Boise at any time for any reason and that my employment may be terminated at the will of the Diocese of Boise at any time for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by the Diocese of Boise are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese of Boise. I further understand that the employment relationship between the Diocese of Boise and its employees may be governed by canon law as well as civic law.

The diocese will not deny employment to any applicant solely because the person has been convicted of a crime. The diocese, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Pursuant to the Immigration Reform and Control Act, the Diocese of Boise will employ only those individuals who are eligible to work in the United States. Accordingly, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

I clarify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief, and I understand that any misrepresentation or omission of material(s) fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: _____

Date: _____

Office of Human Resources
 Diocese of Boise
 303 Federal Way
 Boise, ID 83705-5925
 Telephone: (208) 342-1311
 Fax: (208) 489-7475

Use the space below to explain and account for periods of Unemployment or additional Comments on Employment History.

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Do Not Write In This Section
 For Office Use Only

| | |
|----------------|--------|
| Interviewed by | Date |
| Hire Date | |
| Position | |
| Salary | |
| Start Date | Office |

| |
|--------------------------|
| Human Resources Approval |
|--------------------------|