



# DIOCESE OF MONTEREY

## EMPLOYMENT APPLICATION (Teacher Applicant completes TEACHER APPLICATION)

The Catholic Schools and Preschools of the Diocese of Monterey do not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin. It is the policy of the Diocese of Monterey to promote equal opportunity in any and all employment decisions. The Diocese reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

**Please respond completely; attach additional pages if necessary. (Please type or print)**

**PERSONAL INFORMATION:** Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip

Permanent Address: \_\_\_\_\_  
Street City State Zip

Telephone Number: (\_\_\_\_) \_\_\_\_\_

State Name of Any Relatives Referred  
Working For Diocese of Monterey: \_\_\_\_\_ By: \_\_\_\_\_

Are you over 18 years of age?  Yes  No  
(If under 18 years of age, hire is subject to verification that you are of minimum employable age)

If hired can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?  
 Yes  No

### **EMPLOYMENT DESIRED:**

Position Applying For: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_

How Did You Learn of This Opening? \_\_\_\_\_

What Pay Do You Expect? \_\_\_\_\_ What Days and Hours  
Are you willing to Work? \_\_\_\_\_

Type of Work Requested?  Full-Time  Part-Time Are you able to work over-time if requested?  
 Yes  No

Are You Employed Now? \_\_\_\_\_ By Whom: \_\_\_\_\_

Have You Ever Worked For the Diocese of Monterey \_\_\_\_\_ If So,  
When/Where? \_\_\_\_\_

Have You Ever Volunteered For the Diocese of Monterey \_\_\_\_\_ If So,  
When/Where? \_\_\_\_\_

Have You Ever Applied to the Diocese of Monterey \_\_\_\_\_ If So,  
When/Where? \_\_\_\_\_

Are You Able To Perform the Essential Functions of the Job With or Without Reasonable Accommodations?  
 Yes  No



# DIOCESE OF MONTEREY

## EMPLOYMENT APPLICATION (Teacher Applicant completes *TEACHER APPLICATION*)

**EDUCATION AND SKILLS:** Check the boxes which reflect the level of education you have completed:

<input type="checkbox"/> High School Graduate or GED	<input type="checkbox"/> Some College	College: _____
		Degree: _____
<input type="checkbox"/> Trade or Business School	<input type="checkbox"/> College Graduate	Major: _____
	School: _____	
	Field of Study: _____	

In addition to your work history, what other experiences, skills, or qualifications would especially fit you for work with our office:

\_\_\_\_\_

List any certificates or licenses you hold that may help qualify you for employment:

\_\_\_\_\_

Have you ever been convicted of a felony, excluding any sealed or expunged convictions (conviction will not necessarily disqualify applicant from employment)?

No       Yes -- Explain fully: \_\_\_\_\_

\_\_\_\_\_

Is there any reason you may not be able to attend work on a regular basis or be to work on time?

No       Yes -- Explain fully: \_\_\_\_\_

\_\_\_\_\_

**FORMER EMPLOYERS:** (List Below Each of Your Previous Employers, Starting With Last One First):  
Attach a separate page if necessary.

Date Month and Year	Name, Address and Telephone Number of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Have you ever been discharged for cause from any of the above positions?     No     Yes – Explain Reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# DIOCESE OF MONTEREY

## EMPLOYMENT APPLICATION (Teacher Applicant completes *TEACHER APPLICATION*)

### REFERENCES:

Give Below the Names of Three Persons Not Related to You Whom You Have Known At Least One Year.

Name	Address	Business	Years Acquainted	Phone Number
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

In Case of Emergency Notify:

Name	Address	Telephone Number
_____	_____	_____

**Please carefully read the following statements and initial that you understand and acknowledge each one:**

1. If I am offered employment, I will as a condition of employment, be required to submit proof of my identity and legal right to work in the United States. \_\_\_\_\_
2. I understand that, if I am employed, any false statement, misrepresentation, or omission of facts on this application or any supporting documents, regardless of when discovered to be false, may result in my immediate dismissal. \_\_\_\_\_
3. I understand that I will be required to possess a current and valid California driver's license if my job requires me to drive in the course of my work. \_\_\_\_\_
4. I understand and agree that, if I am offered a position, it will be offered on the condition that my employment shall be at will and for no definite period, and that my employment may be terminated at any time with or without cause and with or without prior notice. \_\_\_\_\_
5. I authorize investigation of all statements contained in this application and any supporting documents. I authorize the Diocese of Monterey to investigate my past and present work, character, education, military, and criminal background, and to secure any and all information which may be pertinent to my employment qualifications from former employers, educational institutions, government agencies and/or any references I have provided, and for those parties to provide information concerning my experience. I hereby release all parties from any liability arising from such investigation. \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Applicants are responsible for notifying the School when they accept a position at another location or when, for some reason, they wish their application withdrawn from the active file. The application, if properly completed, will be kept for two school years. If, for any reason, the applicant is not hired by that date and still wishes to be considered for a position, a written request must be made to keep the application on file.