Date of Application:_____

Roman Catholic Diocese of Covington

OFFICES OF THE DIOCESAN CURIA
1125 Madison Avenue, Covington, KY 41011-3115
Telephone: 859/392-1500 FAX: 859/392-1589 E-mail: skoplyay@covdio.org

Check One:
_____New Applicant
_____Applied Previously
_____Former Employee
_____Present Staff Member

EMPLOYMENT APPLICATION

INTEREST: _____Full Time _____Part Time _____Seasonal

Position: _____

Note: **Include transcripts of degrees listed and complete reference contact information, including an email address and a telephone number. For most positions, being a practicing Roman Catholic is a *Bona Fide Occupational Qualification*; Catholics must include a recent (within the last 6 months) copy of a baptismal certificate. Complete the application form thoroughly.**

PERSONAL INFORMATION

NAME _____
Last First M.I. Maiden

PRESENT STREET ADDRESS _____

City_____ State _____ Zip Code _____ TELEPHONE (_____)_____

PERMANENT STREET ADDRESS_____

City_____ State _____ Zip Code _____ TELEPHONE (_____)_____

SOCIAL SECURITY NUMBER_____/_____/_____ Sex _____ BIRTHDATE (Month/Day only)_____

ARE YOU A PRACTICING ROMAN CATHOLIC? _____ IF NOT, WHAT IS YOUR RELIGION? _____

CHURCH NAME / LOCATION _____ PASTOR _____

Are you a citizen of the United States of America? Yes_____ No_____ If not, separately provide details of your eligibility for employment in the U.S.

Have you ever been convicted of violating any law (except minor traffic violations)? Yes_____ No_____
A background check is required and will be conducted prior to employment. Under Diocese of Covington policy, a conviction for any offense involving violence or sexual misconduct will automatically disqualify an applicant from employment consideration.

As defined under the *American's with Disabilities Act*, do you require any "reasonable accommodation" in order to perform the job for which you have applied?
Yes_____ No_____ If "Yes", please explain separately.

EDUCATION

HIGH SCHOOL: Name_____ Location_____

Also, if applicable:

COLLEGE / UNIVERSITY	DATES OF ATTENDANCE	MAJOR	MINOR	DEGREE / SEMESTER HOURS

EXPERIENCE

Begin with most recent employment experience first and list chronologically. Use an additional sheet if needed. **Leave no experience out**.

CURRENT or Immediate Past Employer	DATES: From/To	Nature of Experience	Pay Range

Other Employment - Employer Name	DATES: From/To	Nature of Experience	Pay Range

VOLUNTEER AND RELATED ACTIVITIES; SPECIAL SKILLS OR TRAINING; OTHER QUALIFICATIONS:

REFERENCES

Give name and address of current and/or immediate past employer/supervisor, plus others who have knowledge of your work and/or your character.

NAME AND TITLE	COMPLETE ADDRESS	EMAIL ADDRESS AND TELEPHONE
1.		
2.		
3.		
4.		
5.		

Applications are ordinarily retained for at least six months, or until you notify us that you no longer wish to be considered for employment.

I certify that all information given or referred to in this application, including accompanying statements and documentation, is true and correct to the best of my knowledge. I understand that obtaining employment through willful misrepresentation of facts is grounds for dismissal.

In the event I am hired, I understand that my employment will not be governed by any written or oral contract and will be considered an "at-will" arrangement. This means that I am free, as is the Diocese of Covington, to terminate my employment at any time for any reason, so long as there is no violation of applicable federal or state law.

APPLICANT SIGNATURE (Required)_____ DATE_____

Return to:

Human Resources
1125 Madison Avenue
Covington, KY 41011-3115
FAX 859/392-1589