

Name: \_\_\_\_\_ Position: \_\_\_\_\_



# Archdiocese of Indianapolis

## Mission Statement of the Archdiocese of Indianapolis

We the Church in Central and Southern Indiana, called to faith and salvation in Jesus Christ in the Roman Catholic tradition, strive to live the Gospel by:

- Worshiping God in word and sacrament
- Learning, teaching and sharing our faith
- Serving human needs

We commit ourselves to generosity and to the responsible use of our spiritual and material resources.

### Values

- Prayer and spiritual growth
- Life-long learning and sharing our faith
- Parish and family, the individual and community
- Justice and consistent moral standards
- Pro-active leadership and shared responsibility
- Vital presence in urban, suburban, and rural neighborhoods
- Stewardship

### Goals

- Foster spiritual and sacramental life
- Teach and share Catholic belief, traditions, and values
- Provide for the pastoral and leadership needs of the people of the Archdiocese
- Work for peace and social justice through service and advocacy
- Promote generous sharing and responsible use of all human and material resources

In compliance with federal and state equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, marital status, ancestry, or the presence of a disability, which with or without reasonable accommodation does not impair performance of essential job duties.

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Salary Expected: \_\_\_\_\_ Date Available For Work: \_\_\_\_\_

## BACKGROUND INFORMATION

Please note consent to investigate background on the last page.

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Are you a U.S. citizen or an alien legally eligible to work in the U.S.?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Were you ever convicted of a felony or a misdemeanor (other than a minor traffic violation)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have any pending criminal charges?<br>( A conviction of a crime and/or pending charges will not automatically preclude employment.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has any law enforcement or child protection agency ever determined that you have abused a child?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been subjected to a civil protective order for domestic violence or abuse?   | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "yes" to question 2, 3,4, or 5, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATIONAL BACKGROUND

	NAME OF SCHOOL	ADDRESS (CITY AND STATE)	CIRCLE LAST YEAR COMPLETED				DEGREE
			1	2	3	4	
High School			1	2	3	4	
College			1	2	3	4	
Graduate Work			1	2	3	4	
Technical			1	2	3	4	
Other			1	2	3	4	

List other experiences, skills or qualifications which you feel would qualify you to work within the Church:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# WORK EXPERIENCE

List all employment starting with present or most recent employer. Account for all periods, including unemployment and service with U.S. Armed Forces. Also include relevant voluntary and/or part-time work experience. Use additional sheets if necessary.

1) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Final Salary: \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

2) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Final Salary: \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

3) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Final Salary: \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

4) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Final Salary: \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

# MILITARY SERVICE RECORD

Are you now or were you ever in the U.S. Armed Forces, Reserves or National Guard?:  Yes  No If yes, what branch: \_\_\_\_\_

Dates of Duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank: \_\_\_\_\_

List Duties in the Services, including Special Training: \_\_\_\_\_

If discharge was dishonorable, explain. Individual circumstances will be considered. \_\_\_\_\_

## REFERENCES (Work or Professional)

NAME	OCCUPATION	PHONE NUMBER

Have you ever been bonded? If yes, on what jobs? \_\_\_\_\_

Were you referred to us by an employment agency? \_\_\_\_\_ If so, whom? \_\_\_\_\_

*I state and affirm that I am not currently obligated or bound under an employment contract or other agreement which would interfere with my ability to perform duties as an employee of The Archdiocese of Indianapolis or any of its agencies. No person, partnership or corporation has a contractual right under any employment contract or other agreement to bring an action against me in the event that I accept employment with The Archdiocese of Indianapolis or any of its agencies.*

*I understand that any employment or offer of employment is contingent on my meeting the employment eligibility requirement of the Immigration Reform and Control Act of 1986.*

*I understand that, if employed, this application does not constitute an employment contract and that either I or my employer may terminate any such employment at any time, without notice or cause, notwithstanding any oral or written statements by either party unless set out in writing, dated, and executed by both me and an authorized representative of my employer. I further understand that my employer may at its discretion, modify, amend or terminate present or future policies or practices relating to wages, hours, benefits, or other terms and conditions of employment.*

*The information contained in this application is true and correct to the best of my knowledge. I understand that any falsification or misrepresentation of this information I have provided in this application will result in my discharge should I be employed by the Archdiocese. I further authorize you and any interested party to verify any information I have provided in this application. This information may include present and former employers, educational and training institutions, verification and information checks with the Social Security Administration, criminal courts, state and county repositories of criminal records, Department of Motor Vehicles, Child Protective Services, credit bureaus, and employer mutual associations. I also authorize my present employer and any previous employers, present or previous fellow employees, educational and training institutions, and any other persons to furnish any information concerning my personal character, habits or employment records to you and hereby release all such persons from any liability for furnishing such information. **I understand that any employment or offer of employment is dependent on the results of a background check.***

Signed \_\_\_\_\_ Date \_\_\_\_\_ WITNESS \_\_\_\_\_