

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Employment Application

Drug Free Workplace

Location: _____ **Date:** _____

The Archdiocese of Atlanta believes that you are entitled to EQUAL EMPLOYMENT OPPORTUNITIES based on your qualifications and without regard to race, color, sex, age, national origin or any disability as provided in the Americans With Disabilities Act. It is also the policy of the Archdiocese of Atlanta that every employee has the right to work in an environment that is free from sexual harassment.

Name and Address				
Last Name :		First:		Middle Name/Initial:
Social Security Number:		Phone:		Alternate Phone:
Street Address:				
City/State:		Zip Code:	Email Address: (optional)	
Additional Information				
Are you 18 years of age or older?		If under 18, do you have a working permit?		
Are you authorized to work in the US?				
Have you ever been convicted of a crime?		If yes, give details below:		
Have you ever been the subject of an investigation involving sexual abuse?		If yes, give details below:		
<i>(If you answer yes to the three questions below, give details on the sheet provided at end of this application)</i>				
Have you ever been terminated from employment?				
Have you ever been asked to resign employment?				
Have you ever been Non-Renewal for an employment contract				
Have you ever applied for employment with the Archdiocese of Atlanta?		If yes, Indicate date(s) and location(s):		
Were you ever employed by the Archdiocese of Atlanta?		If yes, Indicate date(s) and location(s):		
Position Desired:				Salary Desired:
				\$
Type of employment desired (full time or part time):				Desired Starting Date:

(Indicate highest level completed in each category)

Education	High School	College	Graduate School	Business or Vocational School
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	Name	Location	Course/Major	Year Graduated	Diploma/Degree/Certification
High School					
College					
Grad. School					
Other (Specify)					

Certifications Held:	Date:	State:	License Type:
License Number:		Issuing Agency:	
Are you currently in school?		If, yes, where?	

Employment History

Account for all employment in last ten years, with most recent experience first.

Name of Employer:			Phone Number:		
Address:					
Job Title:		Department:		Supervisor:	
Major Duties:					
Dates of Employment: Start:		End:		Salary: Start: \$ End: \$	
Reason for Leaving:				May we contact employer?:	

Name of Employer:			Phone Number:		
Address:					
Job Title:		Department:		Supervisor:	
Major Duties:					
Dates of Employment: Start:		End:		Salary: Start: \$ End: \$	
Reason for Leaving:				May we contact employer:	

Name of Employer:			Phone Number:		
Address:					
Job Title:		Department:		Supervisor:	
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Job Title:		Department:		Supervisor:	
Major Duties:					
Dates of Employment: Start:		End:		Salary: Start: \$ End: \$	
Reason for Leaving:				May we contact employer:	

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Skills and Qualifications	
Do you speak any foreign languages?	If yes, are you fluent in speech and writing?
Please list all foreign languages spoken:	
List computer skills including software expertise:	
List relevant qualifications and accomplishments:	
Why are you interested in working for the Archdiocese of Atlanta?	

Professional References	
Name:	Phone Number:
Address:	Title/Position:
Name:	Phone Number:
Address:	Title/Position:
Name:	Phone Number:
Address:	Title/Position:

PLEASE READ CAREFULLY AND SIGN

I hereby certify that all answers are true to the best of my knowledge and I agree to have any of the statements checked by the Archdiocese of Atlanta, unless I have indicated to the contrary.

Should a job offer be made, I understand my continuing employment, if hired, is contingent upon my being physically, mentally, and medically able, with or without reasonable accommodation, to successfully perform the essential functions of my job.

I understand that this employment application contains nothing intended to lead or create any employment contract with the Archdiocese of Atlanta, and may be terminated by either party at any time.

I further understand and agree that the employment relationship that may result from my application will be employment-at-will, and either the Archdiocese of Atlanta or I may terminate the relationship at any time, with or without cause and/or with or without notice. The only exceptions to this employment-at-will arrangement are those limited situations in which professional educators have written annual contracts signed by the Archdiocese of Atlanta.

I understand that any misrepresentation or falsification can be grounds for refusal of employment. I further understand that, if employed, any false statements or misrepresentations contained herein or in conjunction with the application process may be cause for dismissal.

Applicant's Signature: _____ **Date:** _____