



ARCHDIOCESE OF WASHINGTON

Archdiocesan Location #: _____

Application for Employment Or Volunteer Service

Note: Do not complete this form if applying for a position in Archdiocesan Catholic Schools (request a *Catholic Schools Application*). This form is for all others applying for positions with any parish, agency or department of the *Archdiocese of Washington* including current employees or applicants seeking paid employment or volunteer work.

Last Name	First	Middle	Social Security No.	Date
Present Street Address			City	State Zip
			Daytime Phone	
			Evening Phone	
Permanent Address (If different from present address)			Cell Phone No.	
			E-Mail Address	
Have you ever been employed by an Archdiocesan location? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you 18 years of age or older?	
If yes, give details: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No	

I am interested in volunteering: weekdays only, weekends only, both

Area(s) of interest coaching, religious education, youth ministry, other(s) _____

I am available mornings, afternoons, evenings Date available: _____

I am interested in employment opportunities: Full-Time Part-Time

I am a U. S. Citizen or an alien authorized to work in the U.S. Yes No

Position(s) of Interest: 1) _____, 2) _____, 3) _____

Pay expected: _____ Date available for work _____

Name and location of School	# Of Years/Credit hrs. completed	Minor/Major and Degree Received
High School	Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		
Postgraduate School		
Other training		

The *Archdiocese of Washington and Archdiocesan locations* complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record or mental or physical handicap unrelated to ability to perform the duties of a position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified individuals. Acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

EMPLOYMENT/VOLUNTEER ACTIVITIES –

Please list all present and former employment and volunteer activities beginning with your present or most recent position first. Use additional pages if needed. Include all other names worked under if different than the name you used on this application. Only those applying for volunteer position may indicate N/A (Not Applicable) where salary information is requested.

Company/Organization Name		Phone ()
Address		Employed (Month & Year) From To
Title	Weekly Salary Starting Ending	Reason for leaving
Duties		
Company/Organization Name		Phone ()
Address		Employed (Month & Year) From To
Title	Weekly Salary Starting Ending	Reason for leaving
Duties		
Company/Organization Name		Phone ()
Address		Employed (Month & Year) From To
Title	Weekly Salary Starting Ending	Reason for leaving
Duties		
Company/Organization Name		Phone ()
Address		Employed (Month & Year) From To
Title	Weekly Salary Starting Ending	Reason for leaving
Duties		

REFERENCES – (to be completed by those seeking employment and volunteers) Note for volunteers: If you have resided in this area for less than 2 years please provide at least one reference from your previous area of residence.

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Complete the following, if applicable:

Typing Speed: _____ wpm

Shorthand: _____ wpm

My knowledge of the following computer software rates as: 1= Advanced, 2= Average, 3= Beginner, 4= None

Microsoft Word Excel Access Outlook WordPerfect

Lotus 1-2-3 dBase Other(s) _____

IMPORTANT – PLEASE READ THIS

You must complete questions I, II, III & IV *only if* the position(s) for which you are applying will involve significant contact with children or other vulnerable individuals, i.e. elderly, mentally or emotionally handicapped, etc. Such positions include but are not limited to coaching, youth ministry, counseling, and maintenance.

I. Has a civil or a criminal complaint ever been filed against you that alleged *sexual misconduct or child abuse* by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)? Yes No

If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify by name and title the person(s) who investigated the complaint.

II. Do you presently serve, or have you ever served, as a volunteer for any organization, entity or group in which you had significant contact with children or other vulnerable populations (e.g. elderly, mentally or emotionally handicapped, etc.)? Yes No

If yes, please provide the name, address, and phone number of the organization, period of volunteer service, supervisor's name; and briefly describe your activities and/or duties.

III. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action, for reasons relating to allegations of sexual misconduct or child abuse by you? Yes No

If yes, please explain. Please include in your explanation the date, nature, and place of the occurrence(s) or allegations(s) and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address and telephone number.

IV. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?
 Yes No

If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

IMPORTANT --- Whether you are applying to provide volunteer services or employment, the following must be read and signed -- The information provided in this application is true, correct and complete. If employed or accepted as a volunteer, any misstatement or omission of fact on this application may result in my dismissal. I grant permission to check my background and references and release the *Archdiocese of Washington* and Archdiocesan locations from any and all resultant liability. If employed, I will abide by the policies and procedures of the *Archdiocese of Washington*. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Upon termination, I authorize the release of reference information by the *Archdiocese of Washington* and *Archdiocesan locations*.

I further understand that while not all positions are security sensitive I acknowledge that all persons who will have significant contact with children are required to undergo a state and federal criminal background check before working with children. Other positions that may require undergoing this clearance process may include, but are not limited to, payroll, bookkeeping, accounting, and maintenance.

I will be required to furnish proof of identity and eligibility to work in the U.S. once a conditional job offer has been made. I understand that, if hired, I will be subject to employment at-will.

Signature: _____ Date: _____

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This section to be completed by Pastor or Agency Director only.

The necessity of passing a state and federal criminal background check for positions involving significant contact with children or other vulnerable persons while working or providing volunteer services has been explained to this applicant. Offers of employment or acceptance of volunteer services are contingent upon the applicant successfully completing the state & federal criminal background check. References will be checked before extending an offer of employment or accepting an applicant's volunteer service. Completed applications are to be received without delay by the Director of Personnel, Archdiocese of Washington, P.O. Box 29260, Washington, D.C. 20017-0260.

_____ Signature	_____ Date
_____ Name of location	_____ (Area code) Telephone number
Location Number: <input type="text"/>	

Loc. No.: _____

CRIMINAL BACKGROUND INVESTIGATION AUTHORIZATION

The individual named below is **EMPLOYED** **VOLUNTEERING** in a position that requires that he/she undergo a complete FBI/State Criminal background investigation because he/she must comply with the Archdiocesan Child Protection Policy and/or the position is security sensitive.

Name of Individual: _____
First *M.I.* *Last*

S.S. No.: _____ **Position Title:** _____

The individual named above understands that he/she will be asked to provide a picture I.D. and current address as proof of identity when presenting this authorization form.

Check One:

- A copy of a completed **Application for Employment or Volunteer Services** accompanies this individual.
- An **Application for Employment or Volunteer Services** has been sent to the Archdiocese of Washington, Director of Personnel.

Parish, School, Social Service Agency Name

Signature of Pastor, Principal, Agency Director

A CHECK PAYABLE TO CJIS (VOLUNTEER - \$36, EMPLOYEE - \$42) MUST ACCOMPANY THIS AUTHORIZATION FORM

(AOW-06/03)