



## APPLICATION FOR EMPLOYMENT

144 W. Wood Street · Youngstown, Ohio 44503 · Phone: 330-744-8451 · www.doy.org

Position applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

How did you hear of this employment opportunity?

- Advertisement      Friend      DOY Website  
 Indeed.com      Relative      Other: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address Number \_\_\_\_\_ Street \_\_\_\_\_

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

Telephone Number(s) \_\_\_\_\_ (cell) \_\_\_\_\_ (home)

Email address \_\_\_\_\_

- |                          |                          |  |
|--------------------------|--------------------------|--|
| Yes                      | No                       |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you completed an application with the Diocese before?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been employed with the Diocese before? If yes, give date: _____                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you prevented from lawfully becoming employed in this country because of visa or immigration status? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any relatives or friends working at the Diocese?<br>If "Yes", please name: _____             |

On what date would you be available for work? \_\_\_\_\_

Would you be available for (check all that apply):

- Full-time      Evenings  
 Part-time      Weekends  
 Seasonal / Temporary

### EDUCATION

Level of School	Name and Location	Did you Graduate?	Major/Course of Study
High School	_____	_____	_____
Business School	_____	_____	_____
College or Univ.	_____	_____	_____
Other Schools	_____	_____	_____

## EMPLOYMENT RECORD

List current or most recent employer first and work backwards (include Military Service).

Name of Employer	Employer's Address	City / State
Position Title	Name and Title of Immediate Supervisor	Phone Number
From _____ To _____		If <i>current</i> employer, may we contact?
Dates Employed	Hours worked per week	Yes _____ No _____

Major Duties and Responsibilities

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# of employees you supervised \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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Name of Employer	Employer's Address	City / State
Position Title	Name and Title of Immediate Supervisor	Phone Number
From _____ To _____		
Dates Employed	Hours worked per week	

Major Duties and Responsibilities

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# of employees you supervised \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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Name of Employer	Employer's Address	City / State
Position Title	Name and Title of Immediate Supervisor	Phone Number
From _____ To _____		
Dates Employed	Hours worked per week	

Major Duties and Responsibilities

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# of employees you supervised \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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## OTHER QUALIFICATIONS

Summarize special job-related skills, qualifications, and certifications acquired from employment or other experience.

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## PROFESSIONAL MEMBERSHIPS

Please list:

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## PROFESSIONAL REFERENCES

List the names and phone numbers of three (3) persons not related to you, with whom you are acquainted and to whom can refer to your character, habits and abilities. (Do not give the names of former employers, relatives or minors.)

_____	_____	_____	_____
Name	Telephone Number	Occupation	Years known

_____	_____	_____	_____
Name	Telephone Number	Occupation	Years known

_____	_____	_____	_____
Name	Telephone Number	Occupation	Years known

## ACKNOWLEDGEMENT

I certify that the above information is true, complete and accurate. For married applicants, I certify that my marriage is recognized as valid by the Catholic Church. I understand that false information or omission of facts on this application will result in termination of employment with the Diocese of Youngstown, or for denial of initial employment.

I hereby authorize the Diocese of Youngstown to contact past employers, educational institutions, personal references, and/or law enforcement agencies to release any and all information concerning my past employment work history, performance and personal character. I hereby release and agree to hold harmless all such past employers, educational institutions, personal references, law enforcement agencies, and the Diocese from any and all liability resulting from potential damages I may incur in the reference verification process.

I understand that employment with the Diocese of Youngstown is "at-will" employment, and that the Diocese may end the employment relationship at any time, and for any reason other than those prohibited by law; and that neither the Diocese nor the employee has a legal obligation to continue the employment relationship for any particular length of time.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

### MISSION STATEMENT and EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

**Our Mission: We are people of God in the Roman Catholic Diocese of Youngstown. Blessed with a rich variety of backgrounds and talents, we are a living reflection of the Universal Church. Through our baptism, we continue Christ's mission to further the kingdom of God through the human family. We share our living faith by proclaiming the Gospel in word and example.**

**Except where required or permitted by law, qualified applicants will be considered regardless of age, race, color, sex, religion, disability or national origin. By law, church organizations may exclude religion entirely or partially from the list of protected categories. Therefore, active membership in the Catholic Church may be a bona fide requirement of employment. This requirement also means, among other things, hiring persons in marriages recognized as valid by the Catholic Church for employees who are married, having employees who are supportive of Catholic doctrine and the Catholic faith, and who abide by the values and mission of the Diocese and Roman Catholic Church.**