

**Roman Catholic Diocese of Charleston**  
**Application for Employment**

Location: \_\_\_\_\_  
(Diocese of Charleston or name of School or Parish)

Date: \_\_\_\_\_

The Diocese of Charleston is an **EQUAL OPPORTUNITY EMPLOYER** and does not discriminate based on race, color, sex, age, national origin, disability as defined by the Americans with Disabilities Act or status as a Vietnam Era veteran. While there are some positions for which being a practicing Catholic is a bona fide occupational qualification, the Diocese does not illegally discriminate on the basis of religion.

**I. PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Number & Street City State Zip Code

Home Phone: \_\_\_\_\_ Are you under 18 yrs of age? \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Position desired: \_\_\_\_\_ Pay Desired: \$ \_\_\_\_\_ Hourly/Annually

Status Desired: Full Time Part time Temporary/PRN Earliest Start Date: \_\_\_\_\_

Are you legally eligible to work in the United States? \_\_\_\_\_

Have you ever applied to the Diocese of Charleston for a job?  
If yes, what job and when: \_\_\_\_\_

Do you have any relatives employed by the Diocese of Charleston or any of its parishes or schools?: \_\_\_\_\_ If yes, provide details: \_\_\_\_\_

How did you hear about the position?  
 \_\_\_ Diocese of Charleston website \_\_\_ Church bulletin \_\_\_ Catholicjobs.com  
 \_\_\_ Zip Recruiter \_\_\_ Social Media \_\_\_ Other, specify \_\_\_\_\_

**II. EDUCATION**

Name	Address	Major	Graduated	If yes, degree
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	

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College/Tech/BusSch	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<hr/>	
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No
<hr/>	
<hr/>	
Other (Specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you currently in school? \_\_\_\_\_ If yes, where? \_\_\_\_\_

**CERTIFICATIONS HELD:**

_____	_____	_____
Type	Date	State
_____	_____	_____
Type	Date	State

Other professional training and/or workshops attended

\_\_\_\_\_  
\_\_\_\_\_

Special awards and recognitions

\_\_\_\_\_  
\_\_\_\_\_

**III. EMPLOYMENT HISTORY**

INSTRUCTIONS: Starting with your current employment, list in reverse order your past employment. Please note any extended periods of non-employment. (more than six (6) months).

**1) Employed By:** \_\_\_\_\_ **Phone** \_\_\_\_\_

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

**City, State, Zip:** \_\_\_\_\_

**Position(s) Held:** \_\_\_\_\_ **Hours Worked/Week** \_\_\_\_\_

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From:(Mo./Yr.)\_\_\_\_\_ To:(Mo./Yr.)\_\_\_\_\_

Supervisor's name & title:\_\_\_\_\_

Description of job/responsibilities:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason(s) for leaving:\_\_\_\_\_

**2) Employed By:**\_\_\_\_\_ **Phone:**\_\_\_\_\_

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

City, State, Zip:\_\_\_\_\_

Position(s) Held:\_\_\_\_\_ Hours Worked/Week \_\_\_\_\_

From:(Mo./Yr.)\_\_\_\_\_ To:(Mo./Yr.)\_\_\_\_\_

Supervisor's name & title:\_\_\_\_\_

Description of job/responsibilities:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason(s) for leaving:\_\_\_\_\_

**3) Employed By:**\_\_\_\_\_ **Phone**\_\_\_\_\_

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

City, State, Zip:\_\_\_\_\_

Position(s) Held:\_\_\_\_\_ Hours Worked/Week \_\_\_\_\_

From:(Mo./Yr.)\_\_\_\_\_ To:(Mo./Yr.)\_\_\_\_\_

Supervisor's name & title:\_\_\_\_\_

Description of job/responsibilities:\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**4) Employed By:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**City, State, Zip:** \_\_\_\_\_

**Position(s) Held:** \_\_\_\_\_ **Hours Worked/Week** \_\_\_\_\_

**From:(Mo./Yr.)** \_\_\_\_\_ **To:(Mo./Yr.)** \_\_\_\_\_

**Supervisor's name & title:** \_\_\_\_\_

**Description of job/responsibilities:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

If additional space is needed, please request additional pages, or attach additional history using the format above.

**5) Please identify and explain periods of non-employment (more than six (6) months):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**IV. SPECIAL SKILLS**

Do you speak any foreign languages? If yes, are you fluent in speech and writing?

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List any computer skills including software experience: \_\_\_\_\_

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List any relevant accomplishments, qualifications and/or volunteer experience: \_\_\_\_\_

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Why are you interested in working for the Diocese of Charleston? \_\_\_\_\_

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**V. REFERENCES**

Please provide a minimum of three professional references.

Name	Company/ City, State	Telephone (indicate if home/work/cell phone)	Alternative number

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**PLEASE READ CAREFULLY AND SIGN**

I hereby certify that to the best of my knowledge the information presented in this application is true and complete. My permission is given for contact to be made for references with employers listed herein, except where specifically indicated to the contrary. I also understand that employment is contingent upon a thorough reference and background screen by an outside professional screening company named by the Diocese of Charleston. I further understand that an offer of employment shall not be conditionally or formally extended unless I agree to this background screen by signing an employment inquiry release.

I also understand that if hired, neither this application nor any related policies, procedures, or practices of the employer shall create an implied or explicit contract for employment or promise of continued employment. Employment in the Diocese of Charleston is “at will” or voluntary by the employer and employee. This means employment may be terminated by either party at any time with or without notice or reason. The only exceptions to the employment at will arrangement are those limited situations in which professional educators have written annual contracts that are approved by the Diocesan Office of Human Resources and Diocesan Office of Education.

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.

Please check one:     You may contact my present employer  
                               You may not contact my present employer  
                               I am not employed at this time

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date