



**St. Helen Catholic School
2700 E. University Ave
Georgetown, Texas 78626**

APPLICATION FOR EMPLOYMENT

This application must be filled out completely, and signed and dated by the applicant. **FILL OUT ALL SPACES WITH REQUESTED INFORMATION OR ENTER "N/A"**. St. Helen Catholic School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, age or disability. In cases where a position may require the candidate to be a practicing member of the Catholic Church, a notice will be placed on the job posting announcement on the Diocese of Austin website.

DATE OF APPLICATION: ____/____/____

NAME: _____
Last **First** **MI**

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE: (____) _____ (____) _____ (____) _____
Home **Work** **Cell**

POSITION for which you are applying: _____

Full Time: ____ Part Time: ____ Temporary: ____ Date available for work: _____

Are you bi-lingual (English/Spanish)? Yes ____ No ____

Level of fluency: **Conversing:** ____Excellent ____ Good ____ Poor
Writing: ____Excellent ____ Good ____ Poor
Reading: ____Excellent ____ Good ____ Poor

Please note other/additional languages spoken: _____

EMPLOYMENT HISTORY

List all places where you have been employed during the last 10 years, starting with the most current and working back. Account for all periods of unemployment longer than 30 days.

Company Name: _____

Mailing Address: _____

Supervisor's Name: _____

Supervisor's Phone Number: _____ May we Contact this Employer: Yes ___ No ___

Dates of Employment: From _____ to _____ Starting Salary \$_____ Ending Salary \$_____

Position Title: _____ Supervised others? Yes ___ No ___

Description of Duties: _____

Describe any disciplinary or performance problems: _____

Reason for leaving (or wanting to leave) this company: _____

Company Name: _____

Mailing Address: _____

Supervisor's Name: _____

Supervisor's Phone Number: _____ May we Contact this Employer: Yes ___ No ___

Dates of Employment: From _____ to _____ Starting Salary \$_____ Ending Salary \$_____

Position Title: _____ Supervised others? Yes ___ No ___

Description of Duties: _____

Describe any disciplinary or performance problems: _____

Reason for leaving (or wanting to leave) this company: _____

Company Name: _____

Mailing Address: _____

Supervisor's Name: _____

Supervisor's Phone Number: _____ May we Contact this Employer: Yes ___ No ___

Dates of Employment: From _____ to _____ Starting Salary \$_____ Ending Salary \$_____

Position Title: _____ Supervised others? Yes ___ No ___

Description of Duties: _____

Describe any disciplinary or performance problems: _____

Reason for leaving (or wanting to leave) this company: _____

Company Name: _____

Mailing Address: _____

Supervisor's Name: _____

Supervisor's Phone Number: _____ May we Contact this Employer: Yes ___ No ___

Dates of Employment: From _____ to _____ Starting Salary \$_____ Ending Salary \$_____

Position Title: _____ Supervised others? Yes ___ No ___

Description of Duties: _____

Describe any disciplinary or performance problems: _____

Reason for leaving (or wanting to leave) this company: _____

Attach additional pages if more space is needed.

PLEASE READ AND INDICATE YOUR UNDERSTANDING OF THE FOLLOWING STATEMENTS BY SIGNING THE SPACE PROVIDED BELOW.

1. I certify that **all** information provided by me in connection with this application for employment, whether specifically listed on this document or provided by other means, is true and complete, and I understand that any misstatement, falsification, omission or concealment of any information may be grounds for refusal to hire or, if already hired, immediate termination of employment.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States of America.
3. I give permission to the Diocese of Austin to check with any law enforcement or criminal justice agencies for my criminal history or driving record.
4. I understand and accept the condition of employment that requires my professional and personal conduct to conform to the ethical and moral teachings of the Roman Catholic Church.
5. I authorize **any** of the persons or organizations referenced in this application to provide any and all information concerning my previous employment, education or any other information they might have, whether personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information or from any use of this information.

SIGNATURE: No application for employment will be considered unless it has the original handwritten signature of the applicant on the signature line below.

ELECTRONIC SIGNATURE: _____ By checking this box and typing my name on the signature line, I submit this application as if I were signing it in my own handwriting, and agree that the employer may rely on this action as my signature.

Signature of Applicant

_____/_____/_____
Date Signed

How did you learn of this position?

- | | | |
|--|--|---|
| <input type="checkbox"/> Local Newspaper | <input type="checkbox"/> Internet | <input type="checkbox"/> Diocesan website |
| <input type="checkbox"/> Diocesan employee | <input type="checkbox"/> Catholic Spirit | <input type="checkbox"/> Parish Bulletin |
| <input type="checkbox"/> Work in Texas | <input type="checkbox"/> Other _____ | |

Catholic Schools Office Use Only: Date received: _____ Received by: _____

APPLICANT DATA and BACKGROUND CHECK INFORMATION SHEET

This **confidential information** is to be used by the Catholic Schools and EIM Offices **ONLY** for statistical and background check purposes. Unauthorized use of this information is grounds for termination of employment.

POSITION APPLIED FOR: _____

LEGALNAME: _____

Last

First

MI

Date of Birth: ____/____/____

MAILING ADDRESS: _____

Number Street

City

State

Zip Code

Have you changed your last name in the past 3 years? Yes ____ No ____

If yes, what was your previous last name? _____

Have you lived outside of Texas in the last 5 years? Yes ____ No ____

If yes, what state(s) did you live in? _____

Have you ever been convicted of any crime, not including traffic offenses? Yes ____ No ____

If "yes," explain in the space provided. (**NOTE:** Successful completion of probation, community supervision, parole or deferred adjudication is considered a "convictions" for the purpose of this application.)

Explain: _____

To the best of your knowledge, have you ever been the subject of a complaint submitted through any diocese's safe environment/Ethics and Integrity in Ministry process, or any complaint involving allegations of child abuse, abuse of the elderly or any inappropriate sexual conduct? Yes ____ No ____

If "yes," explain: _____

Gender: Male ____ Female ____

Ethnicity -

____ Hispanic

____ Non-Hispanic

Race -

____ Black / African American ____ White ____ Asian

____ Native Hawaiian / Pacific Islander ____ Two or More Races

____ American Indian / Native Alaskan

Religious Affiliation (check one):

____ Roman Catholic

____ Eastern Catholic

____ Orthodox Catholic

____ Other

By signing this statement, you agree to allow the Diocese of Austin to conduct a background check, which may include criminal and driving records or other information deemed necessary by the diocese.

Signature

____/____/____
Date