DIOCESE OF
FORT WAYNE-SOUTH BEND
SECRETARIAT FOR CATHOLIC EDUCATION

Administrator

The Diocese of Fort Wayne-South Bend, Inc. is a not-for-profit religious corporation empowered under Canon law to fulfill the spiritual, educational, and charitable mission of the Catholic Church in the Northeastern portion of the State of Indiana. If you are offered employment and you accept such offer, your efforts, as an employee of the Diocese, would play a vital role towards the successful fulfillment of the sacred mission of this local Church.

The Diocese of Fort Wayne-South Bend, Inc. maintains a policy of non-discrimination in its hiring and employment practices. Hiring and employment practices are based on job-related criteria including, but not limited to, one's fidelity to the Catholic faith, comporting oneself in a manner that is not detrimental to the Catholic Church or inconsistent with its teachings or principles, individual merit, ability, experience, performance, education, and training. This policy extends to all aspects of employment including recruitment, selection, compensation, reasonable accommodation, promotion, transfer, training, retention, and termination. Since the distinctive and unique mission of the Diocese is primarily religious, the Diocese will, whenever possible, hire a Catholic in good standing to perform work for the Diocese.

GENERAL INFORMATION

Last Name	First Name	Middle Name	Nick Name
Other Names Used			
Street Address	City, State Zip		Last 4 digits of SSN
Email	Contact Phone	Home Phone	Cell Phone

If you are hired can you present proof of your legal right to work in the United States? ☐ Yes ☐ No

Are you at least 18 years of age? ☐ Yes ☐ No If not, hiring may be subject to verification of age and a valid work permit.

Have you ever been convicted of a crime that has not been expunged by a court?
NOTE: This information will not necessarily bar an applicant from employment. ☐ Yes ☐ No
If yes, give date, place and nature of each such event:

Has a child protection agency ever substantiated that you abused or neglected a child?
NOTE: This information will not necessarily bar an applicant from employment. ☐ Yes ☐ No
If yes, give date, place and nature of each such event:

Have you ever worked for Diocese of Fort Wayne - South Bend before? ☐ Yes ☐ No If yes, list dates and supervisor(s):

Do you have any friends or relatives that work for Diocese of Fort Wayne - South Bend? ☐ Yes ☐ No
If yes, enter their names and relationship to you:

Have you ever been terminated, asked to resign or left a job without notice? ☐ Yes ☐ No
If yes, explain the circumstances and employer:

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

POSITION

Position applied for or type of position desired:

Salary desired: ☐ Hourly ☐ Monthly ☐ Yearly | When can you start?

Are you willing to travel? ☐ Yes ☐ No	Restrictions:
How did you hear about this position?	

EDUCATION AND TRAINING

Are you a high school graduate? ☐ Yes ☐ No	If not, have you passed the GED? ☐ Yes ☐ No

List your High Schools, Colleges, Business Schools, and Vocational Schools and Military Training (with the most recent first). You may use "+ Add Another Education" to add additional entries.

You will be required to provide official transcripts for all colleges/universities attended. Official transcripts are necessary to be placed on the salary scale.

Name and Location	# of Yrs Attended	Major/Area of Study	Degree(s)

List any academic honors, scholarships, fellowships, academic honorary societies, etc.
If you have served in the Armed Services, list your duties and duty stations, special training, and rank at discharge:

WORK EXPERIENCE

List your work experience, starting with your most recent employment (do NOT enter "see resume"). You may use "+ Add Another Job" to add additional entries.

You will be required to provide verification of years of experience for licensed teaching positions. The verification form to send to your previous employers will be provided a a later step in the application process. Employment verifications are necessary to be placed on the salary scale.

Employer		Address		
Supervisor(s) Name,Title		May we contact this employer? ☐ Yes ☐ No	Phone	Eligible for rehire? ☐ Yes ☐ No
Starting Date	Ending Date	Reason for Leaving		
Starting Title	Starting Pay Rate	Starting Duties		
Ending Title	Ending Pay Rate	Ending Duties		
Employer		Address		
Supervisor(s) Name,Title		May we contact this employer? ☐ Yes ☐ No	Phone	Eligible for rehire? ☐ Yes ☐ No

Starting Date	Ending Date	Reason for Leaving
Starting Title	Starting Pay Rate	Starting Duties
Ending Title	Ending Pay Rate	Ending Duties

Employer		Address		
Supervisor(s) Name,Title		May we contact this employer? ☐ Yes ☐ No	Phone	Eligible for rehire? ☐ Yes ☐ No
Starting Date	Ending Date	Reason for Leaving		
Starting Title	Starting Pay Rate	Starting Duties		
Ending Title	Ending Pay Rate	Ending Duties		

OTHER SKILLS

If you are fluent in any languages other than English list them here with details (fluent, conversational, etc):
List any special training, work-related skills, achievements, equipment certification, occupational licenses, military training, certifications or registrations relevant to this position. If hired, you may be required to submit copies for verification.
List any Memberships in Professional or Civic Organizations. (Exclude those which may disclose your race, color, religion or nation origin).
State any additional information you feel may be helpful to us in considering your application.

PROFESSIONAL REFERENCES

Please list at least 3 individuals, such as present or former, supervisors, business clients, or teachers, with whom you are not related or living who we may contact who have knowledge of your character, experience or ability. Below should be one most recent or current employer and two professional references. You will have a total of 4 references all together. The pastoral reference whose information was requested during the prescreen questions and the three references listed below.

Please include for each: Name, Address, Occupation, Years Acquainted, Phone & Email.

You will be required to send your references forms to complete and return to the Secretariat for Catholic Education. The forms will be provided at a later step in the application process.

Name	Position/Company/Address	Yrs Known	Contact Number/Email

SIGNATURES (Please read carefully, initial each paragraph and sign below)

	Employment with the diocese will be subject to background screening and reference checks, among other things.
	I agree that, as a condition for the consideration of my application, I will, if requested, assist the diocese in evaluating my employment qualifications by authorizing the diocese to request and receive criminal history information on me and information from my present or past employers or personal references concerning evaluation of my work performance and other matters of opinion.
	I will authorize civil authorities and any of my references and present or past employers or schools to furnish the diocese any or all information requested above and will release them and the diocese and its affiliates from any and all responsibilities arising out of the release of any such information.
	I understand that nothing contained in this employment application or in the granting of an interview is intended to create a promise of employment or an employment contract between the diocese and myself. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the diocese unless made in writing signed by me and an authorized representative of the diocese.
	If I am not bound by a contract, I understand that I have the right to terminate my employment at any time for any reason or no reason, and that the diocese retains a similar right.
	I certify that information contained in this application is true and correct to the best of my knowledge. I understand that false or materially incorrect information in this application is grounds for disqualification from further consideration, or immediate discharge from employment.

Signature _____ Date _____

Electronic Signature Agreement:

I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.