

DIOCESE OF DES MOINES

APPLICATION FOR NON-CERTIFIED EDUCATIONAL POSITION

I. PERSONAL INFORMATION:

Name: _____
Last First Social Security #

Present Address: _____
Street City State Zip Code

Permanent Address: _____
Street City State Zip Code

Telephone: Present Address _____ Permanent Address _____
FAX _____ E-mail Address _____

Are you a Roman Catholic? Yes No If yes, name of parish _____

II. POSITION, EDUCATION AND EMPLOYMENT INFORMATION:

Are you applying to a specific school in the diocese? Yes No

If yes, name of school: _____

Position desired: Bookkeeper Secretary Other _____
(Check those Custodian/Maintenance Teacher Associate Full-Time
that apply) Dietician/Cook Nurse Part-Time

Secondary Education:

Name of School	City	State	Date of Graduation
_____	_____	_____	_____

College and Universities:

Name	City	State	Dates Attended	Degree & Date Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other training/skills/abilities which would qualify you for the position desired:

Previous Employment: (Include all employment)

Employer	City	State	Kind of Work	Supervisor	Phone/E-mail	Reasons for Leaving
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Personal/References: (List at least three personal references)

Name	Address	City State Zip	Phone/E-mail	Occupation
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Remarks:

Please use this space to provide any additional information you think would be helpful to us in considering you for employment.

Have you failed or refused to fulfill a work agreement? Yes No

If so, why, _____

Have you ever been convicted of a crime of abuse, harassment or exploitation? Yes No

Has any civil or criminal complaint, or any other written complaints, ever been made against you relating to abuse, harassment or exploitation? Yes No

Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of abuse by you, or relating to civil or criminal complaints for abuse of others? Yes No

Have you ever been dismissed from any position because of immoral conduct Yes No
unfitness for service Yes No
unsatisfactory service? Yes No

Have you ever been charged or convicted of any felony or misdemeanor (other than minor traffic offenses)? Yes No

Did you ever enter into an agreement with any past employer not to divulge the true reason for termination of employment? Yes No

EMPLOYMENT DOCUMENTATION:

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. I understand that any offer of employment will, therefore, be contingent on my ability to produce the required documentation within the time period required by law.

BACKGROUND CHECKS: (Please read carefully)

If you wish to be considered for employment in any of the Catholic schools in the Diocese of Des Moines, you must submit to several kinds of background checks. The background checks will include, but are not limited to, job related matters and criminal offenses, including sexual misconduct.

The applicant must complete the attached forms and return them signed with the completed application.

Signature of Applicant

Return to: