

## ARCHDIOCESE OF GALVESTON-HOUSTON

### APPLICATION FOR EMPLOYMENT

The Archdiocese of Galveston-Houston complies with all applicable federal, state, and local equal employment opportunity laws and regulations. Employment decisions will not be made on the basis of race, color, national origin, disability, genetic information, sex, age, pregnancy, and military or veteran status. However, the Archdiocese reserves the right to make employment decisions based on principles of Catholic moral teaching, religious preferences, and other religious needs, criteria, and policies. Some employees involved in ministerial work may not be subject to these laws and regulations. Although children under the age of 18 years may legally work, they are not eligible for employment in the Archdiocese of Galveston-Houston.

Position applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Name \_\_\_\_\_  
LAST
FIRST
MIDDLE

Address \_\_\_\_\_  
STREET
CITY
STATE
ZIP CODE

Telephone No. \_\_\_\_\_

Date available for work \_\_\_\_\_ Salary desired: \_\_\_\_\_

Type of employment desired     Full-Time     Part-Time     Temporary     Seasonal

Are you over the age of 18?     Yes  No

Have you ever been employed by any Archdiocese location?  Yes  No

If yes, give location(s) and date(s) \_\_\_\_\_

#### **Employment History**

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Provide the following information for your past and current employment starting with the most recent.

1. EMPLOYER	DATES EMPLOYED		SUMMARIZE THE JOB DUTIES
	FROM	TO	
ADDRESS			
JOB TITLE			
IMMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE?	<input type="checkbox"/> YES <input type="checkbox"/> NO		LATER ____

2. EMPLOYER	DATES EMPLOYED		SUMMARIZE THE JOB DUTIES
	FROM	TO	
ADDRESS			
JOB TITLE			
IMMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	LATER ____
3. EMPLOYER	DATES EMPLOYED		SUMMARIZE THE JOB DUTIES
	FROM	TO	
ADDRESS			
JOB TITLE			
IMMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	LATER ____

Include explanation for any lengthy gaps in employment history:

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**Skills and Qualifications** - Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

**EDUCATION**

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Major Field of Study.

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE DIPLOMA	D. MAJOR
High School			
Undergraduate			
Graduate and Post Graduate			
Business, Trade, other			

**References**

List name and telephone number of three business/work references who are not related to you. If not applicable, list three personal references who are not related to you.

NAME	TELEPHONE	YEARS KNOWN

It is my understanding that this employment application, or granting of an oral interview, does not represent a contract of employment or a promise of future benefits by The Archdiocese of Galveston-Houston. I understand and agree that if hired, my employment is **AT-WILL** and may be terminated, with or without cause, at any time, by myself or my employer. I certify that the information on this application is true, complete, and correct. I authorize The Archdiocese of Galveston-Houston to investigate my past employment and education. I understand that false answers, statements, or significant omissions made by me on this form may be sufficient cause for denial of employment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

