

APPLICATION FOR EMPLOYMENT



ROMAN CATHOLIC
DIOCESE
of Calgary

INSTRUCTION FOR APPLICANTS

- Please complete all areas of this Employment Application (*a resume alone is not sufficient for application purposes*)
- Please read and sign the Declaration. Applicants who do not sign the Declaration cannot be considered for employment.

REFERRAL SOURCE

- | | | |
|--|---|--|
| <input type="checkbox"/> Diocese website | <input type="checkbox"/> Parish Website | <input type="checkbox"/> Parish Bulletin |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Publication: | <input type="checkbox"/> Other: |

PERSONAL INFORMATION

Last Name:	First Name:	Middle Name:	
Address:	City/Town:	Prov:	Postal Code:
Home Phone:	Email address:	How do you prefer to be contacted?	
Bus Phone:			
Cell Phone:			
What position or type of work are you seeking?	<input type="checkbox"/> Full-time (35 hours per week)	<input type="checkbox"/> Part-time (less than 35 hours but more than 20/week)	
	<input type="checkbox"/> Casual (less than 20 hours/week)	<input type="checkbox"/> Temporary work	
If hired, when are you available?	Are you legally entitled to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please check one of the following:</i> <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Work Permit - expiry date: _____		
Have you ever been convicted of a criminal offence? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, please explain (on a separate sheet if necessary) the number of convictions(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentences(s) imposed and type(s) of rehabilitation.</small>			

CODE OF CONDUCT, SCREENING, TESTING & BACKGROUND CHECKS

As a condition of employment, employees must sign the Diocesan Model Code of Conduct. A satisfactory Police Security Clearance is required for all Parish Employees. In addition, depending on the nature of the work, applicants being seriously considered for employment may be required to provide or undergo further screening procedures such as but not limited to:

- A Child Welfare Intervention Records Check (IRC)
- A satisfactory Driver's Abstract
- Skills testing

PREVIOUS WORK WITH A PARISH OR OFFICE OF THE DIOCESE OR ANY OTHER DIOCESE IN CANADA

The Diocese of Calgary encompasses Southern Alberta from all 3 borders (south, east and west and as far north as Carstairs). Have you ever previously been employed and/or engaged as an independent contractor or volunteer at a parish or office of the Diocese of Calgary or any other Diocese in Canada? Yes No

If yes, please provide the following information. If more than one parish or office in this Diocese or in other Canadian Dioceses, include all on a separate sheet.

Parish (or office):	Address:	Phone No:
Pastor's / Supervisor's Name:	Start Date:	End Date:
Job Title / Position:	Reason for Leaving:	

EDUCATION BACKGROUND

	Name and Location of School / Institute	Degree / Diploma / Certificate Achieved
High School		
College / Technical School		
University		
Post-Secondary		
List any other areas of specialized training, certification, skills or qualifications that would enhance your suitability for employment.		

EMPLOYMENT HISTORY (start with most recent)

Employer Name:	Job Title / Position:	
Address:		Phone No.
Supervisor's Name:	Start date:	End date:
Reason for leaving:		
Employer Name:	Job Title / Position:	
Address:		Phone No.
Supervisor's Name:	Start date:	End date:
Reason for leaving:		
Employer Name:	Job Title / Position:	
Address:		Phone No.
Supervisor's Name:	Start date:	End date:
Reason for leaving:		
Employer Name:	Job Title / Position:	
Address:		Phone No.
Supervisor's Name:	Start date:	End date:
Reason for leaving:		

REFERENCE CONTACT INFORMATION (applicants are required to provide at least 3 references of an employment nature)

Name:	Organization / Position:	
Address:	Phone No.	Email:
Name:	Organization / Position:	
Address:	Phone No.	Email:
Name:	Organization / Position:	
Address:	Phone No.	Email:

DECLARATION (please read carefully)

- I certify that all statements made in the Employment Application are complete and accurate to the best of my knowledge and beliefs and are made in good faith.
- I understand that misrepresentation or omission of facts may result in rejection of this application, withdrawal of any job offer, or if hired, discipline up to and including dismissal with notice or pay in lieu thereof.
- I authorize the Diocese to verify statements contained within this Employment Application.
- I authorize the Diocese to check my references.
- I authorize former employer(s) and references to give relevant information and I release them and their organizations from any liabilities.

Date: _____

Signature: _____