

**DIOCESE OF FRESNO**  
**APPLICATION FOR EMPLOYMENT**

CHANCERY OFFICES  
1550 N. FRESNO STREET, FRESNO, CALIFORNIA 93703  
(559) 488-7400 FAX (559) 488-7464

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**MISSION STATEMENT**

*As God's beloved people we are called  
in and through the Spirit  
to live in unity and love  
and to proclaim the Good News of Jesus,  
especially amongst the poor and marginal of our society.*

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*We consider applicants for all positions without regard to race, color, gender, national origin, age, disability, marital or veteran status.*

**APPLICATION INSTRUCTIONS: APPLICATIONS ARE ACCEPTED FOR OPEN POSITIONS ONLY**

1. You must fully and accurately complete the Application for Employment. Incomplete applications will not be considered. Resumes may not substitute for any part of the application.
2. The Application for Employment will be considered inactive after 90 days.
3. If you are hired, verification of your lawful right to work in the United States will be required.
4. ALL candidates selected for employment, without valid California teaching credentials, involving direct work with minor children (under 18 years of age) will be required to submit two fingerprint cards for a Criminal Record Summary.

Name \_\_\_\_\_

Home Address \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Social Security Number| \_\_\_\_\_

Position Applying For \_\_\_\_\_  
Job Title \_\_\_\_\_

Date Available to Start \_\_\_\_\_  
Date \_\_\_\_\_

Position Preference Full Time|\_\_\_ Part Time|\_\_\_ Temp|\_\_\_ Casual|\_\_\_

Location of Position \_\_\_\_\_  
Diocesan Offices/Parish Name/School Name and City \_\_\_\_\_

Referred by \_\_\_\_\_  
Newspaper/Parish Bulletin/Employee/ Job Posting \_\_\_\_\_

**Please Check the following:**

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. After employment, can you submit verification of your legal right to work in the United States?                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you previously been employed with the Diocese of Fresno?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, when? _____ Location _____<br>Date: From - To _____  |                          |                          |
| 3. Have you ever been convicted of a crime other than minor traffic violations ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| (You may omit any reference to a misdemeanor conviction related to the possession of marijuana that occurred more than two years ago.) |                          |                          |

If yes, describe and state when the conviction occurred.

\_\_\_\_\_  
(A conviction may be relevant if job related, but will not necessarily disqualify an applicant from possible employment.)

**Work History: Please list all present and past employment, starting with the most recent employment (last 15 years is sufficient)**

Employer \_\_\_\_\_  
Name  
Address \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State, Zip  
Phone \_\_\_\_\_  
Area Code - Number  
Position Held \_\_\_\_\_  
Title  
Type of Business \_\_\_\_\_ Employed \_\_\_\_\_  
From (date) \_\_\_\_\_ To \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_  
Name/Title  
Reason for Leaving \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
\$ per \_\_\_\_\_ \$ per \_\_\_\_\_  
Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer for a reference? Yes|\_\_\_\_ No|\_\_\_\_ If No, why not? \_\_\_\_\_

Employer \_\_\_\_\_  
Name  
Address \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State, Zip  
Phone \_\_\_\_\_  
Area Code - Number  
Position Held \_\_\_\_\_  
Title  
Type of Business \_\_\_\_\_ Employed \_\_\_\_\_  
From (date) \_\_\_\_\_ To \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_  
Name/Title  
Reason for Leaving \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
\$ per \_\_\_\_\_ \$ per \_\_\_\_\_  
Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer for a reference? Yes|\_\_\_\_ No|\_\_\_\_ If No, why not? \_\_\_\_\_

Employer \_\_\_\_\_  
Name  
Address \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State, Zip  
Phone \_\_\_\_\_  
Area Code - Number  
Position Held \_\_\_\_\_  
Title  
Type of Business \_\_\_\_\_ Employed \_\_\_\_\_  
From (date) \_\_\_\_\_ To \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_  
Name/Title  
Reason for Leaving \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
\$ per \_\_\_\_\_ \$ per \_\_\_\_\_  
Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer for a reference? Yes|\_\_\_\_ No|\_\_\_\_ If No, why not? \_\_\_\_\_

**EDUCATION**

**High School** \_\_\_\_\_ Address \_\_\_\_\_ City/State \_\_\_\_\_

Graduate? Yes|\_\_\_\_\_ No|\_\_\_\_\_ GED|\_\_\_\_\_

**College** \_\_\_\_\_  
Name

\_\_\_\_\_ City, State, Zip  
Address

Major \_\_\_\_\_ Graduate (degree received)|\_\_\_\_\_

**Post Graduate** \_\_\_\_\_  
Name of Institution

\_\_\_\_\_ City, State, Zip  
Address

Graduate (degree received)|\_\_\_\_\_

**Other** \_\_\_\_\_  
Name of Institution

\_\_\_\_\_ City, State, Zip  
Address

Graduate (degree received)|\_\_\_\_\_

**Business References**

\_\_\_\_\_  
Name and Occupation

\_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Address Phone Area Code - Number

\_\_\_\_\_  
Name and Occupation

\_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Address Phone Area Code - Number

\_\_\_\_\_  
Name and Occupation

\_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Address Phone Area Code - Number

**PLEASE READ VERY CAREFULLY : Initial at the end of each statement**

I authorize the Bishop of the Roman Catholic Diocese of Fresno, or his designee, to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me. \_\_\_\_\_

I acknowledge I have received the Pre-Application statement of the Diocese of Fresno. After reading and reflecting upon the teachings and beliefs of the Catholic Church and the manner in which those matters impact lay employees (Both Catholic and Secular) of the Diocese I wish to apply for employment with the Diocese of Fresno. \_\_\_\_\_

If employed, I understand and agree not to engage in any outside activity that would involve a material conflict of interest with or could reflect adversely on the Diocese. I understand that the Diocese shall have the sole authority to make a determination as to the existence of a conflict of interest or adverse impact of an activity on the Diocese. \_\_\_\_\_

I understand that employment with the Diocese is employment "at will". Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Diocese. \_\_\_\_\_

I understand that no representative of the Diocese, other than the Bishop, has authority to make any agreement, express or implied, for employment for any specified period of time, or to make any agreement for employment other than at-will. Only the Bishop has the authority to make any such agreement, and then only in writing and indicating that it is intended as a modification of a particular employee's at-will status. Parish Pastors with school responsibility have limited authority, along with the Superintendent of Catholic Education, to enter into a written contract of employment with teachers employed at that particular parish school site. \_\_\_\_\_

In consideration of my employment, if I am employed, I agree to conform to the employment policies of the Diocese. I understand that the completion of this Application for Employment does not guarantee employment by the Diocese. \_\_\_\_\_

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception or false statement made in this application for employment may result in my not being considered for employment, and if not discovered by the Diocese until after my becoming employed, is grounds for, and may result in, my immediate termination. \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_