

The Diocese of Helena  
Catholic Schools



**Support Staff Employment Application**

Position for Which You Are Applying: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Application of: (Name)**

\_\_\_\_\_  
Last First Middle Initial

**Present Address:**

\_\_\_\_\_  
Street City State Zip Code

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**Are you an active and participating member of a Catholic Parish?**

Yes Parish? \_\_\_\_\_

No

**Experience**

List most recent experience first

Dates (Month & Yr)	Name and Address of Employment	Specific Nature of Position	Total Years	Annual Salary
From To				

## Educational Preparation

Colleges (Undergraduate)	Dates Attended	Major	Minor	Degree	Dates Granted	Cum GPA
Graduate Schools	Dates Attended	Major Specialization	No of Credits	Degree	Dates Granted	Cum GPA

## Related Professional Experience

Describe your work related experiences, participation in work related innovations, membership in professional associations, or other such activities that augment your professional qualifications beyond your education and/or previous employment responsibilities.

---



---



---



---



---



---



---



---



---



---



---

# Professional Data

May we contact your references, including present employer for recommendations?  YES  NO

If NO, please explain \_\_\_\_\_

Will you participate willingly in committee and other professional work:  YES  NO

**Please indicate areas where you have interest and/or experience in work related fields:**

---



---



---



---

Give as references persons who are qualified to attest to your fitness for the position you seek. Include especially persons who will support your professional and your faith life.

<b>Name</b>			<b>Organization</b>		
<b>Address</b>					
<b>City</b>		<b>State</b>		<b>Telephone</b>	
<b>Name</b>			<b>Organization</b>		
<b>Address</b>					
<b>City</b>		<b>State</b>		<b>Telephone</b>	
<b>Name</b>			<b>Organization</b>		
<b>Address</b>					
<b>City</b>		<b>State</b>		<b>Telephone</b>	
<b>Name</b>			<b>Organization</b>		
<b>Address</b>					
<b>City</b>		<b>State</b>		<b>Telephone</b>	

# Background Information

**SINCE YOU ARE APPLYING FOR A POSITION THAT INVOLVES WORKING WITH AND AROUND CHILDREN, AS WELL AS POSSIBLY INVOLVE HANDLING MONDY AND/OR SCHOOL PROPERTY, PLEASE COMPLETE THE FOLLOWING SECTION:**

Have you within the past seven (7) years served any portion of a criminal sentence or been convicted of any offense that involves any form of violence such as assault, rape, child abuse, child molestation, extortion, blackmail, coercion, or any crime which involves drugs?

YES                       NO

**If YES, explain the nature of the crime, place, and date of correction or sentence.**

---



---

Have you within the past seven (7) years served any portion of a criminal sentence or been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail, or coercion?

YES                       NO

**If YES, explain the nature of the crime, place, and date of correction or sentence.**

---



---

**In order for the Catholic school to be able to process your application, please review and initial each of the statements below:**

I declare that all statements contained in this application are true and that any misrepresentation or omission may result in rejection of my application and/or termination of my employment at any time.	_____
I authorize a criminal background check, as well as personal and professional background checks, for the purposes of consideration of this application. The school may contact any references, past and current employers, and any other individual or organization that might be relevant to the position for which I am applying—except for those specifically excluded in writing on this application. I hereby release all of these references, employers and other individuals/organizations from any and all liability for damages that might occur in connection with the processing of this application.	_____
I understand that if employed by the Catholic schools, I will abide by all moral and religious teachings of the Roman Catholic Church. I will not engage in any lifestyle or personal conduct (public or private) that would be at variance with or contrary to the policies of the Catholic school or the Diocese of Helena, as well as the moral and religious teachings of the Roman Catholic Church.	_____
My signature indicates that I have read all of the above statements, that I asked any questions I may have had, and that I fully understand all of these statements.	_____

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_