



ARCHDIOCESE  
OF PORTLAND  
IN OREGON

Parish/School \_\_\_\_\_

## EMPLOYMENT APPLICATION

DATE

Date: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # (work) \_\_\_\_\_ (home) \_\_\_\_\_ Social Security # \_\_\_\_\_

Email Address: \_\_\_\_\_

May we call you at your current employment? Yes  No

POSITION

## GENERAL INFORMATION

Position applied for: \_\_\_\_\_

Available to work: Full-time  Part-time  Temporary

Days and hours available:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Do you have a legal right to work in the US? ..... Yes  No

Are you at least 18 years of age? ..... Yes  No

Religious affiliation: \_\_\_\_\_

Have you ever worked or volunteered for the Catholic Church or a similar organization? ..... Yes  No

If yes, where? \_\_\_\_\_

How did you learn about us? Advertisement  Friend  Walk-in  Relative  Other

NAME

## EDUCATION

Name & Address of School	Major	Years Completed	Year Graduated	Degree(s)
High School				
College				
College				
Other (Specify)				

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for:

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2. Why do you want to be considered for employment here?

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3. Please list any job-related professional trade, business, civic activities, organizations, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, sex, age, marital status, or disability.)

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4. Are you able to perform all the essential functions of the job you are applying for? ..... Yes  No   
If no, please explain:

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5. Are you a veteran of the US military services? ..... Yes  No   
If yes, please state branch of service: \_\_\_\_\_

6. Have you ever been convicted of a crime? ..... Yes  No   
(A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)

7. Are you currently charged with a crime and awaiting trial? ..... Yes  No   
If yes on #6 or #7, please explain:

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8. Does the position you are applying for involve working with or around children? ..... Yes  No

If yes, have you ever been the subject of allegations related to misconduct with children? ..... Yes  No   
If yes, please explain:

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## REFERENCES

Please provide the names of at least 3 people you have known for over 2 years who are not related to you:

Name	Telephone	Years Known
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

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# EMPLOYMENT HISTORY

Please list your present and past work experience for the last 10 years beginning with your current job. You may include volunteer activities/positions. Attach an additional page if necessary.

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Name of employer: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ (Street) \_\_\_\_\_ Employment Dates: \_\_\_\_\_ (From) \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ (Start)  
\_\_\_\_\_ (City, State, Zip) \_\_\_\_\_ (To) \_\_\_\_\_ (Final)  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ OK to contact? Yes  No   
Description of duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Name of employer: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ (Street) \_\_\_\_\_ Employment Dates: \_\_\_\_\_ (From) \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ (Start)  
\_\_\_\_\_ (City, State, Zip) \_\_\_\_\_ (To) \_\_\_\_\_ (Final)  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ OK to contact? Yes  No   
Description of duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Name of employer: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ (Street) \_\_\_\_\_ Employment Dates: \_\_\_\_\_ (From) \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ (Start)  
\_\_\_\_\_ (City, State, Zip) \_\_\_\_\_ (To) \_\_\_\_\_ (Final)  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ OK to contact? Yes  No   
Description of duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Name of employer: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ (Street) \_\_\_\_\_ Employment Dates: \_\_\_\_\_ (From) \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ (Start)  
\_\_\_\_\_ (City, State, Zip) \_\_\_\_\_ (To) \_\_\_\_\_ (Final)  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ OK to contact? Yes  No   
Description of duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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# CERTIFICATION AND AUTHORIZATION

## INFORMATION RELEASE

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Archdiocese of Portland to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Archdiocese (including its churches, schools, and other entities), its employees, any individual or agency obtaining information for the Archdiocese, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misrepresentation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## AT-WILL EMPLOYMENT STATEMENT

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Archdiocese at any time, for any reason. The Archdiocese may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration. If I am hired, I agree to conform to the rules and standards of the Archdiocese, including those of the location for which I am hired.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## BACKGROUND CHECK STATEMENT

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date