



DIOCESE OF BUFFALO

UNIFORM EMPLOYMENT APPLICATION

The Diocese of Buffalo is an Equal Opportunity Employer and considers all candidates for employment regardless of race, color, age, sex, genetic history, national origin, marital status, disability, Vietnam or disabled veteran status or arrest record. Because of its status as a religious entity, the Diocese may consider the candidate's religious affiliation in its employment decisions, consistent with state and federal law.

Position Sought: _____

Date Received: _____

Personal Information

Name _____ Last _____ First _____	Home Phone Number _____	Cell _____
Current Address _____ Number & Street _____	City _____	State _____ Zip Code _____
Previous Address _____ Number & Street _____	City _____	State _____ Zip Code _____
E-mail _____		
Do you have any restrictions, personal or otherwise, which would restrict the hours you can work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify hours and/or dates restricted: _____		
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, how old? _____ Do you have working papers? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you prevented from lawfully becoming employed in this country because of visa or immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of immigration status or citizenship will be required upon employment.)		
Have you ever been employed or volunteered with the Diocese of Buffalo? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when? _____ Job Title _____		
Have you previously applied for employment with the Diocese of Buffalo? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____		
Are you a current/former employee of a Diocese of Buffalo Parish, School or Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Last date worked: _____ Job title: _____		
Reason for Leaving: _____		
Referred by (name of person, firm, agency, advertisement, etc.): _____		
Date available to begin work: _____ Rate of Pay Expected: _____		

Note: Employment Applications are only considered active for sixty days from receipt.

Education

EDUCATION	NAME OF SCHOOL CITY AND STATE	Highest Grade Completed	Did you graduate? Yes / No	Degree/Major/Minor
		1 2 3 4		
High School				
College(s)				
Graduate School				
Technical, Business, or Other				

Employment History: (Start with your present or most recent position. Include experience in the armed forces of the U.S. Please feel free to attach a resume; however, you must complete your employment history as indicated on this page.)

Present Employer Name _____ Type of Business _____

Address _____ Phone No. _____

Start Date _____ Position _____ Starting earnings _____

End Date _____ Position _____ Earnings at departure _____

Responsibilities: _____

Reason for termination: _____

Last immediate supervisor's name and title: _____

Employer Name _____ Type of Business _____

Address _____ Phone No. _____

Start Date _____ Position _____ Starting earnings _____

End Date _____ Position _____ Earnings at departure _____

Responsibilities: _____

Reason for termination: _____

Last immediate supervisor's name and title: _____

Employer Name _____ Type of Business _____

Address _____ Phone No. _____

Start Date _____ Position _____ Starting earnings _____

End Date _____ Position _____ Earnings at departure _____

Responsibilities: _____

Reason for termination: _____

Last immediate supervisor's name and title: _____

Character References

Please include at least 3 references that have knowledge about your character, scholarship, and professional abilities. Do NOT include relatives or previous employers.

Name	Position	Mailing Address	Telephone

Other

Is additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your school or employment records? Yes No

If yes, please provide: _____

Please list all licenses and accreditations that pertain to the job you are applying for: _____

Present religious affiliation _____

The Diocese may have positions where ordination, religious profession or active membership in the Catholic Church is a requirement for the position as stipulated by Canon Law.

Languages (other than English): _____ Read _____ Speak _____ Write _____
 _____ Read _____ Speak _____ Write _____

You may wish to include civic and community activities and professional societies in which you participate which you consider relevant to your ability to perform the job:

Have you ever served in the U.S. Armed Forces? Yes No Branch of Service _____

Date entered: _____ Date discharged: _____ Highest rank: _____

Have you been convicted of a felony or misdemeanor with the exception of minor traffic offenses in any jurisdiction?

Yes No If yes, please provide explanation: _____

City: _____

Date: _____

Are you now or have you ever been the subject of an indicated report of child abuse, neglect or mal-treatment?

Yes No Date: _____ If yes please explain: _____

Your answer is looked upon as only one of the factors considered and is evaluated in terms of the nature, severity, and date of the offense. No applicant will be excluded from consideration for employment due to prior arrests.

Have you ever been discharged or asked to resign by an employer or a volunteer organization? Yes No

If yes, please explain and state circumstances: _____

APPLICANT'S AGREEMENT

I hereby represent that each answer to a question herein and on any attachments to the application, and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand that any incorrect, incomplete or false statements or information furnished by me during the selection process will subject me to disqualification from consideration or termination as a volunteer. I hereby authorize my former employers, organizations to which I volunteered my services or personal references to give any information regarding my employment/volunteering with them; and in addition, to furnish any other information they may have concerning me.

I understand this Application for Employment does not constitute an expressed or implied contract of employment and, if hired, I have the right to terminate my employment for any reason at any time. I also understand the Diocese of Buffalo reserves the same rights. I understand the Diocese reserves the right to unilaterally change or modify "wages" and "conditions of employment" at any time without previous notice.

I also understand I am subject to a thorough background check. In compliance with the Fair Credit Reporting Act (Public Law 91-508), you are notified that in connection with and in order to better evaluate this application for employment, a report may be obtained which will provide applicable information concerning character, general reputation and personal characteristics including, but not limited to, verification of employment, verification with the Department of Motor Vehicles, and a character check, including verification and review of any criminal convictions. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the report requested.

I further understand that in the event I receive an offer of employment, I will be required to submit to a post-offer pre-employment drug test. The offer of employment will be revoked, or employment will be terminated, in the event of a positive test result. Any offer of employment may be revoked or employment will be terminated based on adverse information obtained by the Diocese of Buffalo during the background investigation process.

Signature of Applicant _____ Date _____

To complete the application process, please forward this application to:

Diocese of Buffalo
Attention: Human Resources Department
795 Main St
Buffalo, New York 14203

CONSUMER REPORT DISCLOSURE STATEMENT

In compliance with the Fair Credit Reporting Act (Public Law 91-508), you are notified that in connection with and in order to better evaluate this application for employment, a report may be obtained which will provide applicable information concerning character, general reputation and personal characteristics including, but not limited to, verification of prior employment, verification with the Department of Motor Vehicles, and a character check, including verification and review of any criminal convictions. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the report requested.

I hereby authorize the Diocese of Buffalo to procure a consumer report as set forth above.

Signature of Applicant _____ Date _____