



Montana Catholic Schools

The Diocese of Helena & The Diocese of Great Falls-Billings
www.diocesehelena.org ~ www.dioceseofgb.org



Administrative Employment Application

Position for which you are applying: _____

| | |
|---|-----------------------------|
| Personal Information: | |
| Social Security Number: | |
| Last: | First: Middle Initial: |
| Contact Information: | |
| Street: | City: |
| State: | Zip: |
| Home Telephone | Work Telephone: |
| Are you a practicing Catholic and a member of a Catholic parish? | |
| <input type="checkbox"/> Yes Parish? | <input type="checkbox"/> No |

Professional Experience

List most recent experience first

| Dates (Month & Yr) | Name and Address of Employment | Specific Nature of Position | Total Years | Annual Salary |
|-----------------------|--------------------------------|-----------------------------|----------------|---------------|
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Educational Preparation

| Undergraduate School(s) | Dates Attended | Major | Minor | Degree | Dates Granted | Cum GPA |
|-------------------------|----------------|----------------------|---------------|--------|---------------|---------|
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| Graduate School(s) | Dates Attended | Major Specialization | No of Credits | Degree | Dates Granted | Cum GPA |
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Personal and Professional References

Provide 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.

| | | | |
|-----------------|---------------|----------------------|--|
| Name: | | Organization: | |
| Address: | | | |
| City: | State: | Telephone: | |
| | | | |
| Name: | | Organization: | |
| Address: | | | |
| City: | State: | Telephone: | |
| | | | |
| Name: | | Organization: | |
| Address: | | | |
| City: | State: | Telephone: | |
| | | | |

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

If NO, please explain:

Personal and Professional Interests

Please indicate areas where you have interest and/or experience in work related fields as well as any areas of participation in work related innovations, membership in professional associations, or other such activities that enhance your qualifications for the job you seek.

Please provide a statement explaining why you desire to work in a Catholic school.

Background Information

SINCE YOU ARE APPLYING FOR A POSITION THAT INVOLVES WORKING WITH AND AROUND CHILDREN, FINANCES, AND 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 illegal substances?

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:

| | |
|--|--|
| <p>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.</p> | |
| <p>I authorize a complete background check, which may include my criminal, civil, financial, and professional backgrounds, 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.</p> | |
| <p>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.</p> | |
| <p>My signature below indicates that I have read all of the above statements and that I fully understand all of these statements.</p> | |

Applicant’s Signature: _____

Date: _____