



APPLICATION for EMPLOYMENT Diocese of Helena

Position/s _____
Office or Agency _____

Please print all information. Equal access to programs, services and employment is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department. The Diocese of Helena is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, national origin, marital status or disability.

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name _____

Other Names Previously Used (if applicable) _____

Present Mailing Address _____ City _____ State _____ Zip _____

(_____) _____ (_____) _____
Primary Phone Home Work Cell Alternate Phone Home Work Cell

E-mail Address _____

Parish _____ City _____ How long a member? _____

EDUCATION

High School/s _____ Location _____ Graduated? _____

College/s _____ Location _____ Dates Attended _____ Graduated? _____ Degree _____

Professional/Technical School/s _____ Location _____ Dates Attended _____ Graduated? _____

Professional/Technical Licenses Currently Held _____

Tested/certified Skills _____

EMPLOYMENT HISTORY

Present Employer

Address

Phone

Supervisor

How long employed?

May we contact?

Yes N

Principal Job Description/Duties

Reason for leaving?

Preceding Employer

Address

Phone

Supervisor

How long employed?

May we contact?

Yes No

Principal Job Description/Duties

Reason for leaving?

EMPLOYMENT HISTORY

Preceding Employer

Address

Phone

Supervisor

How long employed?

May we contact?

Yes No

Principal Job Description/Duties

Reason for leaving?

PERSONAL REFERENCES (not related to you)

Name Address Phone ()

How long known? What relationship?

Name Address Phone ()

How long known? What relationship?

Name Address Phone ()

How long known? What relationship?

CHURCH/CIVIC/NON-PROFIT VOLUNTEER/WORK EXPERIENCE

Have you ever applied for or served as a volunteer or employee to any parish, school or institution of the Diocese of Helena? Yes No

If Yes, which location/s? When?

Please list other recent church, civic or non-profit volunteer/work experience (attach additional sheet if necessary).

Organization	Contact	() Phone
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Duties

Organization	Contact	() Phone
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Duties

MILITARY SERVICE

Do you claim Veteran status? Yes No

If Yes, Branch of Military Service	Dates	Currently active?	Yes	No
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STATEMENT OF INTEREST

Briefly explain how your previous work experience makes you the best candidate for this position?

ADDITIONAL INFORMATION (Legendary Lodge applicants only)

Do you presently have FIRST AID and/or FIRST RESPONSE certification? Yes No

If Yes, indicate type (e.g., Red Cross) and expiration date_____

Do you presently have CPR certification? Yes No

If Yes, indicate type (e.g., Red Cross) and expiration date_____

Can you swim? Yes No

If Yes, indicate your assessment of your ability? Beginner Intermediate Advanced

Do you presently have LIFEGUARD certification? Yes No

If Yes, indicate type (e.g., Red Cross) and expiration date_____

Do you consent to the use of your photograph taken at camp in diocesan camping or other publications? Yes No

Would you be available to work beyond the close of the active camp season (i.e., into late August) to assist other patron groups scheduled to use the Lodge in that period? Yes No

DIOCESAN POLICY

Have you ever had your volunteer services or employment terminated by any parish, school, or institution? Yes No

Have you ever been terminated from volunteer service or employment due to suspected child abuse? Yes No

Have you ever been accused of physically, sexually or emotionally abusing a child? Yes No

If Yes to any of the above three questions, please explain:

APPLICANT ACKNOWLEDGMENT, RELEASE AND WAIVER

I understand that false statements and/or omissions regarding past conduct and/or present situations are cause for rejection of my application or dismissal from employment or volunteer service.

I agree to observe all guidelines and policies of the Diocese of Helena for the position for which I am applying.

I understand that the Diocese of Helena takes all allegations of abuse seriously and cooperates fully with the authorities to investigate all cases of alleged abuse. I further understand that abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

I hereby authorize the Diocese of Helena to conduct a personal and professional background check for the purpose of my application. I understand that the Diocese of Helena may contact references, past and current employers, churches, youth organizations or organizations where I have previously worked or provided volunteer services; and any other individual or organization that may have information relevant to my application.

I hereby release all of the above stated entities and their agents from any and all liability in connection with providing information and investigating or evaluating my application.

I understand that this application remains current for only thirty (30) days. At the conclusion of that time, if I have not heard from the Diocese of Helena and still wish to be considered for employment, it may be necessary for me to reapply and fill out a new application.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard.

I waive any right that I may have to inspect any information provided about me in connection with this application.

I have read and understood the above stated information within this release and am signing below of my own free will.

Applicant Signature

Date

For Office Use Only: