



**ROMAN CATHOLIC
DIOCESE OF MADISON**
Application For Employment
An Equal Opportunity Employer

Parish _____ City _____

PERSONAL INFORMATION

Name (Last Name, First, MI)				
Present Address		City	State	Zip
Permanent Address (if different)		City	State	Zip
Telephone Number	Email	Are you a U.S. Citizen or Legally Authorized To Work In The U.S.?		

DESIRED EMPLOYMENT

Position Applied For			Salary Desired
Full Time	Part-Time	Temporary	Date You Can Start
Have You Ever Been Employed By The Diocese of Madison Before?			
If Yes, When?		What Position?	
How Were You Referred To The Diocese?			

EDUCATION

Level	Name & Location of School	No. Of Years Attended	Degree	Subjects Studied
High School				
College				
Graduate School				
Other				

Other Training, Education, Special Skills or Knowledge. List computer software you know and can use.
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EMPLOYMENT HISTORY List all employment, with most recent employment first. Attach additional sheets, if needed.

Name of Employer			Start Date	End Date
Address		City		State Zip
Position Held		Full Time Part Time Temporary	Phone Number	
Description of Duties				
Supervisor			May We Contact Your Supervisor? Yes No	
Starting Salary	Ending Salary		Reason For Leaving	

Name of Employer			Start Date	End Date
Address		City		State Zip
Position Held		Full Time Part Time Temporary	Phone Number	
Description of Duties				
Supervisor			May We Contact Your Supervisor? Yes No	
Starting Salary	Ending Salary		Reason For Leaving	

Name of Employer			Start Date	End Date
Address		City		State Zip
Position Held		Full Time Part Time Temporary	Phone Number	
Description of Duties				
Supervisor			May We Contact Your Supervisor? Yes No	
Starting Salary	Ending Salary		Reason For Leaving	

EMPLOYMENT HISTORY *Continued*

Name of Employer			Start Date	End Date
Address		City	State	Zip
Position Held		Full Time Part Time Temporary	Phone Number	
Description of Duties				
Supervisor		May We Contact Your Supervisor? Yes No		
Starting Salary	Ending Salary		Reason For Leaving	

Name of Employer			Start Date	End Date
Address		City	State	Zip
Position Held		Full Time Part Time Temporary	Phone Number	
Description of Duties				
Supervisor		May We Contact Your Supervisor? Yes No		
Starting Salary	Ending Salary		Reason For Leaving	

Name of Employer			Start Date	End Date
Address		City	State	Zip
Position Held		Full Time Part Time Temporary	Phone Number	
Description of Duties				
Supervisor		May We Contact Your Supervisor? Yes No		
Starting Salary	Ending Salary		Reason For Leaving	

Explain Any Gaps In Employment _____

Have You Ever Been Discharged Or Asked To Resign From Any Employment Within The Last 10 Years? _____

If Yes, Please Explain _____

Have You Ever Been Convicted Of A Felony, Misdemeanor, Or Other Offense (Other Than A Routine Traffic Offense), Or Been Less Than Honorably Discharged? _____ Are There currently Any Criminal Charges Pending Against You? _____ Please Explain Any Yes Answers _____

A Conviction Record Is Not An Automatic Bar To Employment Unless The Circumstances Of The Conviction Are Substantially Related To The Circumstances Of The Job. Any Offer Of Employment Is Contingent Upon The Results Of A Criminal Records Check.

REFERENCES List 3 or more References. Do Not List Friends Or Relatives

	Name	Address	Phone	Relationship
1.				
2.				
3.				
4.				
5.				

Thank you for completing this application and for your interest in employment with the Diocese of Madison. Please feel free to attach to this application any additional information that you feel will be helpful in evaluating your qualifications.

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that if employed, false statements or material omissions on this application may result in dismissal.

I authorize the Diocese of Madison to contact any or all of my former employers and any or all of the references noted above, for the purpose of verifying any of the information I have provided to the Diocese of Madison and/or for the purpose of obtaining information, whether favorable or unfavorable, about me or my employment with any former employer. In consideration for the Diocese of Madison’s review of my application, I release the Diocese of Madison and all who have provided information in connection with my application from any liability arising as a result of furnishing and receiving this information.

I understand and agree that my employment can be terminated at any time and for any reason, at the option of the Diocese or myself, and that no one except the Bishop or his authorized representative has any authority to make any agreement contrary to the foregoing, or to enter into any agreement for employment for any specific period of time. Any such agreement, should it exist, can only be in writing.

Signature _____ Date _____