

Diocese of Manchester
Catholic Schools Office

NON-TEACHING STAFF EMPLOYMENT APPLICATION

Kindly complete this application and send to the school to which you are applying. Incomplete application materials will not be processed. The information obtained through the application process may be subject to review by the Catholic Schools Office.

NAME:
First Middle Last

PRESENT ADDRESS
Street City State Zip

UNTIL PHONE

PERMANENT ADDRESS (if different)

Street City State Zip

E-MAIL

List all states in which you have resided during the last five years:

Are you authorized to work in the United States? Yes No

Position for which you are applying:

EDUCATION HISTORY

Name and Location of School	Dates Attended	From	To	Degree
High School:				
Undergraduate:				
Graduate:				

EMPLOYMENT HISTORY

Employer and Location (most recent first)	Position Held	Dates Employed	From	To	Full Time Part Time	Reason for Leaving

OTHER QUALIFICATIONS

Any additional information that enhances your candidacy for the position.

PERSONAL DATA

Religious Affiliation

Parish

City/Town

REFERENCES

Home/Cell Phone

Work Phone

Relationship to Applicant

Home/Cell Phone

Work Phone

Relationship to Applicant

Home/Cell Phone

Work Phone

Relationship to Applicant

BACKGROUND AND CRIMINAL RECORDS CHECK

All employees of schools within the Diocese of Manchester must undergo a criminal history record check by the New Hampshire State Police. Any offer of employment is conditional upon satisfactory results of the criminal history records check.

Have you ever been convicted of a crime (including driving while impaired or its equivalent, but excluding minor motor vehicle offenses) that has not been annulled by a court of law? (Please note that an affirmative answer does not necessarily disqualify you from being considered as a candidate for employment.)

Yes No If yes, please explain:

Has your employment or volunteer service ever been involuntarily terminated by any parish, agency, employer, or organization?

Yes No If yes, please explain:

Have you ever committed or been convicted of physical or sexual abuse, neglect, harassment or sexual misconduct in any form?

Yes No If yes, please explain:

Have your parental rights ever been terminated or have you ever been subject to any court order involving allegations of sexual, physical, or verbal abuse of a minor or a crime involving a vulnerable adult?

Yes No If yes, please explain:

Catholic school administrators, faculty members and staffs must be role models in their schools and local communities and must be witnesses to the beliefs and practices of the Catholic Church. Are you currently, or have you in the past, engaged in conduct or behavior that if revealed might call into question whether you are a suitable role model or witness to the beliefs of the Catholic Church or otherwise could be a cause of concern or embarrassment to you, the school, or the Church?

Yes No If yes, please explain:

CERTIFICATIONS AND AUTHORIZATIONS

Please sign where noted to indicate that you have read and understand the statements.

I certify that the above information is true and complete to the best of my knowledge and belief. I understand that any statement I have furnished which is shown to be false when made will be cause for disregard of this application or will be cause for my immediate dismissal if I have been hired.

I understand that any employment or offer of employment is contingent on my meeting the employment eligibility requirements of the Immigration Reform and Control Act.

I understand that if I am employed by the Diocese of Manchester or its parishes, I will be employed on an at-will basis, meaning that either the Diocese of Manchester, the parish, or I will have the right to terminate the employment relationship at any time, with or without notice or cause.

I authorize the Diocese of Manchester Catholic Schools Office and/or the school with which I am applying to conduct any and all inquiries that it may deem necessary or advisable to verify the information provided by me and/or to supplement this information. I authorize the Diocese of Manchester and/or the school to conduct a personal background check for the purposes of my application. The school or the Catholic Schools Office may contact any references, past and current employers, the State of New Hampshire, church, school, youth organizations and agencies where I have volunteered, and any individual or organization which might have information relevant to my desired position.

I authorize any former employer, or any other person, firm, corporation, credit agency or government agency to provide the Diocese of Manchester and/or the parish or school with any information concerning me. In addition, I release such employer, person, firm, corporation, or government agency from any previous agreement, verbal or written, which would prohibit the release of information pertinent to my application for employment with the Diocese of Manchester and/or the parish or school.

If I am hired, I also authorize the Diocese of Manchester and/or the school to provide truthful information concerning my employment with the Diocese of Manchester to my future prospective employers, and I agree to hold it harmless for providing such information.

I understand, in accordance with church law, that no person who admits to or is found to have sexually abused a child can exercise any ministry in the church and that the Diocese of Manchester has a policy regarding the thorough investigation of all reports of child sexual abuse by any church personnel. I further understand that the Diocese of Manchester cooperates fully with the civil authorities in their investigation of all reports of a crime, including the sexual abuse of a minor.

I understand that it is my obligation to notify, within 14 days, my principal if I am arrested or convicted of a crime after signing this form.

Signature of Applicant

Date of Application
