

STAFF APPLICATION

Name: Last _____ First _____ Middle _____

Address: Street _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Best time to reach you for phone interview? _____

Social Security Number _____ (required for payroll)

Email Address _____

Are you legally eligible to work in this county?* Yes No *If you are chosen for a paid position, you will be required to produce documents verifying your employment eligibility and Identity (to complete the INS Form as required by the Immigration Reform and Control Act).

Please list your address(es) for the past five years:

1. _____
2. _____
3. _____
4. _____
5. _____

For what position are you applying? _____

Have you ever been accused of physically, sexually, or emotionally abusing or neglecting a child or an adult? No Yes* If yes, please explain: _____

EMPLOYMENT HISTORY For the past ten years - *Attach additional sheets if necessary*

Current Company Name: _____

Address: Street _____ City _____ Zip _____

Phone _____ Position Held _____

Dates of Employment: From _____ to _____ Reason for leaving _____

Direct Supervisor's Name _____ Direct line _____

May we contact? Yes No

Previous Company Name: _____

Address: Street _____ City _____ Zip _____

Phone _____ Position Held _____

Dates of Employment: From _____ to _____ Reason for leaving _____

Direct Supervisor's Name _____ Direct line _____

Previous Company Name: _____

Address: Street _____ City _____ Zip _____

Phone _____ Position Held _____

Dates of Employment: From _____ to _____ Reason for leaving _____

Direct Supervisor's Name _____ Direct Line _____

VOLUNTEER EXPERIENCE

Organization _____ Contact Number _____
Duties _____ Dates: From _____ To: _____

Organization _____ Contact Number _____
Duties _____ Dates: From _____ To: _____

EDUCATION HISTORY

High School _____ Graduate? Yes No Diploma: _____

SECONDARY EDUCATION

School _____ Program _____ Degree _____
School _____ Program _____ Degree _____

PERSONAL REFERENCES (Cannot be a family member)

Name _____ Relationship _____
Contact Number _____ Alternate number _____

Name _____ Relationship _____
Contact Number _____ Alternate number _____

Name _____ Relationship _____
Contact Number _____ Alternate number _____

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not being hired. I authorize any person or organization, identified in this application or not, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry, or other qualifications for my employment. I also authorized the Episcopal Diocese of Louisiana, or the church, school, or diocesan institution to which I am applying, to receive such information.

If hired or chosen, I agree to be bound by all policies and procedures including, but not limited to, the Episcopal Diocese of Louisiana's *Policies for Protection of Children and Youth from Abuse* and the *Code of Conduct for the Protection of Children and Youth*. I understand that these may be changed, withdrawn, added to, or interpreted at any time at the sole discretion of the Episcopal Diocese of Louisiana and, without prior notice, to me. I also understand that my employment may be terminated, or any offer or acceptance of employment may be withdrawn, at any time, with or without cause, and with or without prior notice at the option of my church, Diocese, or myself.

Nothing contained in this application or in any pre-employment communication is intended to or creates a contract between myself and the Episcopal Diocese of Louisiana or any church, school, or Diocesan institution for employment or the providing of any benefit.

I have read and understand the above provisions.

SIGNATURE

DATE

**Submit your completed application with a copy of your resume to FrontDesk@StPatsLA.org.
You should expect a phone interview within 1-5 business days of confirmed receipt of application.**