



**Diocese of Salt Lake City  
Catholic Schools Office  
27 C Street  
Salt Lake City, Utah 84103  
Phone: 801-328-8641  
General Staff Application  
PERSONAL DATA**

\_\_\_\_\_

Title                      Last Name                      First Name                      Middle/Maiden

\_\_\_\_\_

Mailing Address                      City                      State                      Zip Code                      Birthdate

\_\_\_\_\_

Social Security No.                      Email                      Home Phone                      Cell Phone                      Religion

\_\_\_\_\_

US Citizenship    Yes        No        Place of Birth State / Country \_\_\_\_\_

**POSITION DESIRED**

\_\_\_\_\_

Title of position and school for this application

\_\_\_\_\_

Full-time            Part-time                      Date available for employment:

**EDUCATIONAL BACKGROUND**

List High School, Colleges .....	City, State	Degree & Major	Date of Graduation

**LICENSE / CERTIFICATION**

State, Type	Area	Issue Date	EXP Date	Current

**WORK HISTORY**

All areas must be completed.

EMPLOYER (Name, address, phone) Resume may be sent; but also complete below	Name of supervisor and phone number	Positions held	Dates (Mo./Yr.) From - To	Reason For Leaving

You may contact my current employer            Ye            No

Fq"{"qw] c xg'c'xcrlf 'F t kxgt)u'NlegpugA".....Yes".....Pq"

## PROFESSIONAL REFERENCE INFORMATION

**APPLICANT, PLEASE REQUEST TWO PROFESSIONAL REFERENCES (FORMER OR CURRENT SUPERVISORS OF PAID OR VOLUNTEER WORK) AND ONE PERSONAL REFERENCE, OTHER THAN A RELATIVE.**

Have you previously filed an application with the Catholic schools of this diocese? Check one  : Yes No  
 If yes, please state which school and the approximate date that an application was submitted:

Have you previously been employed within the Catholic schools of this Diocese? Check one  : Yes No  
 If yes, please state which school(s) and approximate date(s) and in what capacity:

Have you completed the Safe Environment Training in the Diocese of Salt Lake City? Yes No

If "Yes" give date. Date: \_\_\_\_\_

Name and Title	Name of School or Business	Address & Phone Number
1)		
2)		

## PERSONAL EXPERIENCE AND BACKGROUND

Have you ever served in any branch of the U.S. Military Service? Check one  : Yes No

Are you currently a member of a reserve component unit? Check one  : Yes No

Please check  if you have experience in any of the following:

Community Youth Program or Summer Camp

Religion Teacher in a Parish

For volunteer experience checked above, please give details if within the last five years (locations, dates, supervisors, and phone numbers):

Have you ever been discharged or disciplined by an employer for theft, sexual harassment, disruptive behavior, using or possession of a weapon on school or company premises and / or using drugs or illegal substances? Check one  : Yes No

Have you ever plead guilty or *nolo contendere* (no contest) to or been convicted of a felony or misdemeanor involving moral turpitude, regardless of the disposition?

(A crime of moral turpitude is one involving dishonesty, misrepresentation, deliberate violence, or contrary to good morals. Conviction is the adjudication of guilt or the assessment of probation or community service for violation of the Penal Code. Deferred adjudication is deferral of further proceedings and adjudication of guilt by the Court after receiving a plea of guilty or *nolo contendere* by the Defendant.)

Check one  : Yes No

If you answered yes to either of the above two background questions, describe in full on a separate sheet.

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**PERSONAL BACKGROUND CLEARANCE WILL BE REQUIRED FOR THE VALIDATION OF A CONTRACT WITH A CATHOLIC SCHOOL FROM THE UTAH DEPARTMENT OF PUBLIC SAFETY " OR OTHER GOVERNMENTAL AGENCY.**

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Please answer the following:

What are the strengths you bring to the job?

Why specifically, would you like to serve in a Catholic school?

Would your involvement (attendance, participation, supervision) in religious activities, make you feel uncomfortable or compromise any of your own personal beliefs?

Yes      No      Explain, briefly: \_\_\_\_\_

**VERIFICATION**

NOTIFICATION AND AGREEMENT PLEASE READ BEFORE SIGNING

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE, I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.

Questions regarding this statement should be directed to any employment interviewer before signing.

The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

I authorize the investigation of all statements and information contained in this application.

I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Applications of qualified applicants will be placed on file for consideration as vacancies occur. Applications are removed from the files after one year and re-application must be made.

Please submit your application directly to the office.