



Have you ever been convicted, pled guilty, or received deferred adjudication for a felony or misdemeanor that resulted in imprisonment or court ordered probation? YES \_\_\_\_ NO \_\_\_\_

If yes, explain in concise detail on a separate sheet of paper the dates and nature of the offense(s), the name(s) and location(s) of the court(s), and the disposition of the case(s).

**"" NOTE: A conviction may not disqualify you, but a false statement will. ""**

**II. EDUCATION**

\*\*\* Note - applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications and registrations.

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 +

Did you receive a GED? YES \_\_\_\_ NO \_\_\_\_

Type of School	Name and Location of School	Dates Attended	Hours Completed	Graduated Yes/No	Type of Degree
High School					
College/University					
College University					
Vocational/Technical					
Other					

If a license, certificate, or other designation is required or related to the position that you are applying for please list:

License Certification	Date Issued	Issued by	License Number	Location of Issuing Authority

MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Dates of Service (From/To) \_\_\_\_\_

**III. SKILLS**

List all skills/qualifications you possess and machines of office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware, etc.

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Do you speak a language other than English? YES \_\_\_\_ NO \_\_\_\_ If yes, what language(s) do you

Speak? \_\_\_\_\_

How Fluently? FAIR \_\_\_\_ GOOD \_\_\_\_ EXCELLENT \_\_\_\_

**IV. EMPLOYMENT HISTORY/WORK EXPERIENCE**

Please start with your present position. Include experience in the United States Military and self-employment. Give a brief summary of the technical and or managerial responsibilities of each position you have held. For supervisory/managerial positions, indicate the number of employees you have supervised. If you need additional space to adequately describe your employment history, you may use a separate sheet of paper if necessary.

Employer \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip Code

Employers Telephone Number \_\_\_\_\_

Position Title \_\_\_\_\_ May we contact employer? YES \_\_\_ NO \_\_\_

Employed From (Mo/Yr) \_\_\_\_\_ to \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

Beginning Compensation \_\_\_\_\_ Ending Compensation \_\_\_\_\_

Summary of experience:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip Code

Employers Telephone Number \_\_\_\_\_

Position Title \_\_\_\_\_ May we contact employer? YES \_\_\_ NO \_\_\_

Employed From (Mo/Yr) \_\_\_\_\_ to \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

Beginning Compensation \_\_\_\_\_ Ending Compensation \_\_\_\_\_

Summary of experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving \_\_\_\_\_



Employer \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip Code

Employers Telephone Number \_\_\_\_\_

Position Title \_\_\_\_\_ May we contact employer? YES \_\_\_\_ NO \_\_\_\_

Employed From (Mo/Yr) \_\_\_\_\_ to \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

Beginning Compensation \_\_\_\_\_ Ending Compensation \_\_\_\_\_

Summary of experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving \_\_\_\_\_



Employer \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip Code

Employers Telephone Number \_\_\_\_\_

Position Title \_\_\_\_\_ May we contact employer? YES \_\_\_\_\_ NO \_\_\_\_\_  
Employed From (Mo/Yr) \_\_\_\_\_ to \_\_\_\_\_  
Name of Immediate Supervisor \_\_\_\_\_  
Beginning Compensation \_\_\_\_\_ Ending Compensation \_\_\_\_\_

Summary of experience:

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Reasons for Leaving \_\_\_\_\_



**V. MINISTRY EXPERIENCE**

**If you are applying for a ministerial position in this Archdiocese, please answer the following questions:**

Have you previously held a ministry position in either a parish, Catholic School/Institution or other Diocese?  
\_\_\_\_ Yes \_\_\_\_ No If yes, describe the ministry you performed (youth ministry, catechetical ministry, campus ministry, music ministry, etc.)

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What is your preferred image of Church? Why?

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What is your vision of ministry in the Catholic Church?

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What specific gifts do you bring as a minister/potential minister to this position?

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**VI. REFERENCES**

List three business references and two personal references, other than relatives, who know you well enough to give information about you.

Name	Business or Personal Relationship	Address	Phone Number	Years Known
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- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**VI. ACTIVITIES**

Please list all memberships in job-related civic, professional or social organizations (exclude racial, religious, and nationality groups) \_\_\_\_\_

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Hobbies or Interests \_\_\_\_\_

Special Honors, Awards, recognition received, etc. \_\_\_\_\_

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**Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided below.**

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination. I understand that as a condition of employment I will be required to provide legal proof of authorization to work in the United States. I understand that I am granting permission for the Archdiocese of San Antonio to verify the information I have listed. I hereby authorize the Archdiocese of San Antonio to conduct an investigative/consumer report on me, as defined in Public Law 91-508 and for the Fair Credit Reporting Act, and I understand that such a report may include information as to my character, general reputation, personal characteristics, criminal history, financial conditions and mode of living. I understand that, if an inquiry is made, the nature and scope of the information will be supplied to me upon written request. If I am employed, I agree to abide by and comply with all rules of the Archdiocese of San Antonio. I fully understand and agree that, if I am employed, my employment is for no definite period of time and may be terminated at any time by either the Archdiocese of San Antonio or me.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Date application received \_\_\_\_\_ Received by: \_\_\_\_\_