



# Diocese of Albany

40 North Main Avenue  
Albany, NY 12203  
Tel. (518) 453-6600  
Website: [www.rcda.org](http://www.rcda.org)

## APPLICATION FOR EMPLOYMENT

This facility is an equal opportunity employer. We recruit, hire, train and promote without discrimination due to race, color, religion, sex, national origin, ancestry, marital status, age, sexual orientation, disability, or other protective classification.

PLEASE COMPLETE THE APPLICATION *IN FULL* AND PRINT ALL REQUIRED INFORMATION *LEGIBLY*  
-- THANK YOU! INFORMATION ON THIS FORM WILL BE TREATED AS STRICTLY CONFIDENTIAL.

Date \_\_\_\_\_ Type of Position \_\_\_\_\_

### PERSONAL INFORMATION

\_\_\_\_\_  
Last Name                      First                      Middle                      Other Names By Which You Have Been Known

\_\_\_\_\_  
Address (Street Number)                      City                      State                      Zip

(   )

\_\_\_\_\_  
Telephone Number                      E-mail Address                      Social Security Number

Are You 18 Years or Older? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a legal right to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_  
*You will be required to furnish proof of lawful work status if you are extended a job offer.*

HOW DID YOU LEARN ABOUT THIS POSITION?     NEWSPAPER     INTERNET     FRIEND     CALL/WALK-IN     OTHER

**HAVE YOU EVER BEEN EMPLOYED BY  
DIOCESE OF ALBANY?**  
 Yes     No

Please list any relatives who are currently employed at  
the Diocese of Albany:

IF YES, PLEASE COMPLETE THE FOLLOWING:

\_\_\_\_\_  
Name                      Relationship

Where? \_\_\_\_\_

Please specify which agency/program/dept. where s/he works.

When? \_\_\_\_\_

Job Title? \_\_\_\_\_

Has there been a finding against you involving child abuse or maltreatment? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, give details: \_\_\_\_\_

*Please note: A conviction is not an absolute bar to employment but will be considered in relation to specific job requirements.*

### EDUCATION

Please complete all that apply:

	<u>Name of School</u>	<u>City, State</u>	<u>Degree Completed</u>	<u>Major/Course of Study</u>
High School	_____	_____	_____	_____
Vocation/Trade School	_____	_____	_____	_____
Associate's Degree	_____	_____	_____	_____
B.A. or B.S. Degree	_____	_____	_____	_____
Master's Degree	_____	_____	_____	_____
Post Master's Degree	_____	_____	_____	_____

List any courses or training completed outside of the above degreed programs that would be relevant for the position sought:

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

### PROFESSIONAL LICENSURE, REGISTRY, CERTIFICATION IF APPLICABLE

The Diocese of Albany requires that all registered, licensed and certified employees submit proof of same to his/her employer. Copy required upon employment if relevant.

<u>Type of License, Registry or Certification</u>	<u>Issuing State or Organization</u>	<u>Number</u>	<u>Expiration Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If not currently registered, licensed or certified, are you eligible? Yes \_\_\_\_\_ No \_\_\_\_\_

When will you/did you sit for your examination? Date \_\_\_\_\_

### SPECIAL SKILLS

Please indicate any special skills that you possess: (Computer, Word Processing skills, etc.)

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

### ADDITIONAL INFORMATION

Please include any additional information that you think would be applicable; e.g., volunteer work, membership in professional organizations, hobbies or outside interests, additional relevant employment, and explanation of any gaps in employment. Exclude any information, which would denote race, sex, marital status, age, national origin, religion or political affiliations.

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

Please list your job history in full for the past ten years or last three employers, starting with your present or most recent employment. Also include all *relevant* employment/experience prior to ten years. (Please add additional pages for work experience if necessary). If you wish to enclose a resumé, you may do so, but this application must still be completed in full. Please include military service and internships.

### EMPLOYMENT HISTORY

From (Month/Year) _____	Name and Address of Employer: Name _____	Immediate Supervisor: Name _____
To (Month/Year) _____	Address _____	Title _____
Last Salary _____	Position Title: _____	Phone _____
If present employer, may we contact? Yes _____ No _____ <span style="float: right;">Status: Full Time _____ Part Time _____ As Needed _____</span>		
Avg. Hours/Week: _____		
Describe your principal duties or responsibilities: _____ _____ _____		
Reason for leaving: _____		

From (Month/Year) _____	Name and Address of Employer: Name _____	Immediate Supervisor: Name _____
To (Month/Year) _____	Address _____	Title _____
Last Salary _____	Position Title: _____	Phone _____
If present employer, may we contact? Yes _____ No _____ <span style="float: right;">Status: Full Time _____ Part Time _____ As Needed _____</span>		
Avg. Hours/Week: _____		
Describe your principal duties or responsibilities: _____ _____ _____		
Reason for leaving: _____		

From (Month/Year) _____	Name and Address of Employer: Name _____	Immediate Supervisor: Name _____
To (Month/Year) _____	Address _____	Title _____
Last Salary _____	Position Title: _____	Phone _____
If present employer, may we contact? Yes _____ No _____ <span style="float: right;">Status: Full Time _____ Part Time _____ As Needed _____</span>		
Avg. Hours/Week: _____		
Describe your principal duties or responsibilities: _____ _____ _____		
Reason for leaving: _____		

Have you ever been convicted of a crime? Yes _____ No _____ If Yes, give details: _____
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APPLICANT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**EMPLOYMENT HISTORY, CONTINUED**

From (Month/Year)	Name and Address of Employer: Name _____	Immediate Supervisor: Name _____
To (Month/Year)	Address _____	Title _____
Last Salary	Position Title: _____	Phone _____

If present employer, may we contact? Yes \_\_\_\_\_ No \_\_\_\_\_      Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ As Needed \_\_\_\_\_  
Avg. Hours/Week: \_\_\_\_\_

Describe your principal duties or responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

From (Month/Year)	Name and Address of Employer: Name _____	Immediate Supervisor: Name _____
To (Month/Year)	Address _____	Title _____
Last Salary	Position Title: _____	Phone _____

If present employer, may we contact? Yes \_\_\_\_\_ No \_\_\_\_\_      Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ As Needed \_\_\_\_\_  
Avg. Hours/Week: \_\_\_\_\_

Describe your principal duties or responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

From (Month/Year)	Name and Address of Employer: Name _____	Immediate Supervisor: Name _____
To (Month/Year)	Address _____	Title _____
Last Salary	Position Title: _____	Phone _____

If present employer, may we contact? Yes \_\_\_\_\_ No \_\_\_\_\_      Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ As Needed \_\_\_\_\_  
Avg. Hours/Week: \_\_\_\_\_

Describe your principal duties or responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

## APPLICANT'S CERTIFICATION AND AGREEMENT

### PLEASE READ CAREFULLY BEFORE SIGNING

#### Equal Opportunity Employment Policy:

The Diocese of Albany maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. In compliance with federal and state laws, the Diocese of Albany hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, sexual orientation, age, religion, marital status, citizenship, national origin, physical or mental handicap. This policy also applies to disabled veterans of the Vietnam Era.

#### CERTIFICATIONS

*I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time except for any reason as prohibited by applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the Chief Executive Officer of this organization. I understand that this application is not a contract of employment. Persons under contract, (teachers, administrators) are not "employees at will".*

I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof within the first three days of employment will result in termination of employment.

I also understand that any handbooks, manuals, policies and procedures maintained by the Diocese of Albany are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese of Albany.

I understand this application will be active for one year.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms therein, except my current employer if so noted, to provide any information requested about me, and I release them and the Diocese of Albany from all liability for damage in providing and requesting this information.

I understand that as a condition of my employment I may be required to submit to the following: post-offer pre-employment physical and drug screen, DMV check, and child abuse background check. I also understand that I will be required to have a criminal background check and attend the "safe environment" program mandated for all employees.

I certify that all the statements on this application, on related papers and in interviews, are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

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

PLEASE PROVIDE THREE PROFESSIONAL OR WORK REFERENCES.