

**Uniform Job Application Form
for
THE ARCHDIOCESE OF SANTA FE**

Archdiocesan Entity:
Address:
Telephone #:

The Archdiocese of Santa Fe is an Equal Opportunity Employer and considers all candidates for employment equally regardless of race, color, national origin, sex, age or handicap. Because of its status as a religious entity, the archdiocese may consider the candidate's religious affiliation in its employment decisions, consistent with State and Federal law.

Date: _____

Name: Last _____ First _____ Middle _____

E-mail address _____ (Area Code) Telephone No.: _____

Current Address – Number & Street City State Zip Code

Previous Address

Position Applied For: _____ Location of Position _____ Part-time: _____
Full-time: _____

If hired, date available: _____ Minimum Salary Requirements: _____

U.S. Citizen: Yes___ No___

If not a citizen of the U.S., have you the legal right to remain permanently in the U.S.? Yes___ No___

Are you between the ages of 18 and 70? Yes___ No___

Are you related to anyone employed by the Archdiocese? Yes___ No___

If so, whom & what department? _____ Relationship: _____

EDUCATION

Name used on School Records:

Type of School	Name & Address of School	Degree	Major Subject	Minor Subject
High School				
College				
Graduate School				
Tech., Business or Other				

EMPLOYMENT HISTORY (Start with your present or most recent position. Include experience in the armed forces of the U.S. Please feel free to attach additional information where appropriate, such as a resume.)

(1) **Date: Start** _____ **Ending** _____ **Salary** _____

Firm Name and Address: _____

(Area Code)/Phone Number _____ Type of Business: _____

Title _____ Responsibilities: _____

Name/Title of Supervisor: _____ Department: _____

Reason for seeking new employment: _____

May we contact this employer now? Yes ___ No ___ Name used when employed: _____

(2) **Date: Start** _____ **Ending** _____ **Salary** _____

Firm Name and Address: _____

(Area Code)/Phone Number _____ Type of Business: _____

Title _____ Responsibilities: _____

Name/Title of Supervisor: _____ Department: _____

Reason for seeking new employment: _____

May we contact this employer now? Yes ___ No ___ Name used when employed: _____

(3) **Date: Start** _____ **Ending** _____ **Salary** _____

Firm Name and Address: _____

(Area Code)/Phone Number _____ Type of Business: _____

Title _____ Responsibilities: _____

Name/Title of Supervisor: _____ Department: _____

Reason for seeking new employment: _____

May we contact this employer now? Yes ___ No ___ Name used when employed: _____

What equipment relative to this position do you operate?

Languages (other than English): _____ Read _____ Speak _____ Write _____
_____ Read _____ Speak _____ Write _____
_____ Read _____ Speak _____ Write _____

Have you ever served in the U.S. Armed Forces? _____ Yes _____ No

Date entered: _____ Date discharged: _____ Branch of service: _____ Highest rank: _____

INTEREST: Use the space below to describe your interest in the Archdiocese of Santa Fe and the skills and aptitudes that you feel qualify you for a position at the Archdiocese of Santa Fe. (You may wish to include civic and community activities, professional societies in which you participate, special training or skills.)

Referred by (name of person, firm, agency, advertisement, etc.): _____

Are you a former employee of the Archdiocese? _____ Yes _____ No

Last date worked _____ Job Title

Have you previously applied for employment with the Archdiocese? _____ Yes _____ No

If yes, when? _____ Religious affiliation, if any?

SUPPLEMENTAL PERSONAL DATA

Although the following information is somewhat sensitive, we are obligated to request it in order to fulfill our responsibilities as an employer to screen candidates for employment in the Archdiocese. If you are unable to answer the following questions for any reason, our Director of Human Resources will visit with you privately to discuss them with you.

- 1) Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of sexual harassment in the workplace, or physical and/or sexual abuse by you? _____Yes_____No
If yes, give a short explanation of the allegations.
(Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address, and telephone number.)

- 2) Please present your personal views on physical and sexual abuse. Please write clearly.

- 3) Are you aware of any reason you cannot reasonably perform the duties outlined in the job description provided to you? (If no job description provided, please disregard this question.)

I certify that the statements made in this application are true and correct to the best of my knowledge and that any deliberate falsification could result in termination of my employment. Permission is hereby granted to the Archdiocese of Santa Fe to obtain verification of the statements made herein and to obtain employment references. All reference information will be confidential and will be considered the property of the Archdiocese of Santa Fe.

Signature of Applicant

Date