

Archdiocese of Atlanta  
Office of Catholic Schools  
680 W. Peachtree Street., NW  
Atlanta, GA 30303

## NON-TEACHING POSITIONS APPLICATION

Preferred school \_\_\_\_\_

Date \_\_\_\_\_

*The Archdiocese of Atlanta believes that you are entitled to equal employment opportunities based on your qualifications and without regard to race, color, sex, age, national origin or disability. It is also the policy of the Archdiocese of Atlanta that every employee has the right to work in an environment that is free from illegal harassment.*

### PERSONAL INFORMATION

Name \_\_\_\_\_

LAST FIRST MIDDLE SOCIAL SECURITY NO.

Address \_\_\_\_\_

STREET CITY STATE ZIP PHONE HOME

Last previous address (if at present address less than two years)

STREET CITY STATE ZIP

Are you over 17 years of age?

Yes  No

Have you ever applied to the Archdiocese of Atlanta for a job?

Yes  No If yes, when?

If under 18, do you have working papers?

Yes  No

Do you have the legal right to work and remain in the U.S.?

Yes  No

Were you ever employed by the Archdiocese of Atlanta?

Yes  No If yes, when? & where?

\* Have you every been convicted of a crime?

Yes  No

\* Have you ever been the subject of an investigation \_\_\_\_\_

Involving sexual abuse?

Yes  No

Salary desired \_\_\_\_\_

\* Have you ever been terminated from employment?

Yes  No

Are you applying for a full-time or part-time position?

Full time  Part time

\* Have you ever been asked to resign employment?

Yes  No

Will you accept either full-time or part-time?

Yes  No

\* Have you ever had an employment contract *not Renewed by your employer?*

Yes  No

Desired starting date \_\_\_\_\_

\* If you answered yes to any of these questions, provide details on a separate sheet of paper and attach to this form.

### EDUCATION

Circle highest grade completed in each of the following categories.

High School      College      Graduate School      Business or Vocational School  
9 10 11 12      1 2 3 4      1 2 3 4      1 2 3 4

NAME LOCATION COURSE/MAJOR YEAR GRADUATED DIPLOMA/DEGREE/CERTIFICATION

High School \_\_\_\_\_

College \_\_\_\_\_

Grad School \_\_\_\_\_

Other SPECIFY \_\_\_\_\_

Certifications held \_\_\_\_\_

DATE STATE TYPE

Are you currently in school  Yes  No If yes, where? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Account for all employment in the last ten years, with most recent experience listed first.

**Dates** \_\_\_\_\_ **Salary** \_\_\_\_\_  
FROM TO START END

**Employer** \_\_\_\_\_  
NAME ADDRESS CITY STATE/ZIP PHONE

**Job** \_\_\_\_\_  
TITLE DEPARTMENT SUPERVISOR

**Major duties** \_\_\_\_\_

**Salary** \_\_\_\_\_  
START END

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

**Dates** \_\_\_\_\_ **Salary** \_\_\_\_\_  
FROM TO START END

**Employer** \_\_\_\_\_  
NAME ADDRESS CITY STATE/ZIP PHONE

**Job** \_\_\_\_\_  
TITLE DEPARTMENT SUPERVISOR

**Major duties** \_\_\_\_\_

**Salary** \_\_\_\_\_  
START END

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

**Dates** \_\_\_\_\_ **Salary** \_\_\_\_\_  
FROM TO START END

**Employer** \_\_\_\_\_  
NAME ADDRESS CITY STATE/ZIP PHONE

**Job** \_\_\_\_\_  
TITLE DEPARTMENT SUPERVISOR

**Major duties** \_\_\_\_\_

**Salary** \_\_\_\_\_  
START END

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

May we contact these employers?

Yes  No

If no, indicate which employer(s) you do not wish us to contact \_\_\_\_\_

\_\_\_\_\_

**SPECIAL SKILLS**

Do you speak any foreign languages?  Yes  No If yes, are you fluent in speech and writing? \_\_\_\_\_

List computer skills including software expertise \_\_\_\_\_

List relevant qualifications and accomplishments \_\_\_\_\_

Why are you interested in working for the Archdiocese of Atlanta.? \_\_\_\_\_

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

**PROFESSIONAL REFERENCES**

| Name  | Address | Phone |
|-------|---------|-------|
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |

**CERTIFICATION** *please read carefully before signing*

I hereby certify that to the best of my knowledge the information presented in this application form is true and complete. My permission is given for contact to be made with references and employers listed herein, except where specifically indicated to the contrary.

I also understand and agree that if hired, neither this application nor any related policies, procedures or practices of the employer shall create an express or implied contract of employment or a promise of continued employment. I further understand that if hired my employment will be "At Will," meaning that

such employment may be terminated by the archdiocese at any time and for any reason (not applicable to personnel employed pursuant to a contract of employment, the form of which has been authorized by the Moderator of the Curia).

I further understand and agree that if I am employed by Catholic Education of North Georgia, Inc. and the Archdiocese of Atlanta, pursuant to a contract, then my employment may be terminated as set forth in the contract provisions.

Signature \_\_\_\_\_ Date \_\_\_\_\_