



# Archdiocese of Mobile Application for Employment

Parish/School/Entity \_\_\_\_\_ City \_\_\_\_\_

This Application will remain available for a period of three months after it is submitted. Any applicant who wishes to be considered for a position after that time period must submit another application.

Name \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Other Phone (\_\_\_\_\_) \_\_\_\_\_

Are you a United States citizen or alien legally authorized to work in the United States? Yes  No

Emergency Contact Person \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

### Employment Desired

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you under contract now? Yes  No  Full Time  Part Time

Have you previously been employed by Archdiocese of Mobile? Yes  No

If yes, what position? \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Have you applied to this diocese before? Yes  No  Where? \_\_\_\_\_ When? \_\_\_\_\_

Who referred you to this location? \_\_\_\_\_

### Education

School Level	Name and Location of School	No. of Yrs attended?	Did you graduate?	Subjects studied	Degree Received
Grammar School					
High School					
College					
Postgraduate School					
Trade, Business or Correspondence School					
Other Training					

Do you hold teaching certification or professional certification?      Yes       No

If teacher certification, rank and specialty or other endorsements \_\_\_\_\_

If you hold a state certification, date of certification and certifying agency  
\_\_\_\_\_

List any skills, talents, education, training or experience, other than that listed above, which qualifies you for the position you are seeking:

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

List three personal references you have known three years or more (not former employers).

1. Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (W) (\_\_\_\_) \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (W) (\_\_\_\_) \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (W) (\_\_\_\_) \_\_\_\_\_

General

Subjects of special study or research work \_\_\_\_\_  
\_\_\_\_\_

Special training \_\_\_\_\_

Special skills \_\_\_\_\_  
\_\_\_\_\_

**Former Employers** (List below three employers, starting with last one first).

1. Name and address of present or last employer.

\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Starting date \_\_\_\_\_ Ending date \_\_\_\_\_ Part Time  Full Time

Month Year Month Year

Weekly starting salary \_\_\_\_\_ Weekly final salary \_\_\_\_\_

Job title \_\_\_\_\_ May we contact your supervisor? \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ Supervisor's email address \_\_\_\_\_

Description of work \_\_\_\_\_

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

2. Name and address of employer prior to 1.

\_\_\_\_\_

Starting date \_\_\_\_\_ Ending date \_\_\_\_\_ Part Time  Full Time

Month Year Month Year

Weekly starting salary \_\_\_\_\_ Weekly final salary \_\_\_\_\_

Job title \_\_\_\_\_ May we contact your supervisor? \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ Supervisor's email address \_\_\_\_\_

Description of work \_\_\_\_\_

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

3. Name and address of employer prior to 2.

\_\_\_\_\_

Starting date \_\_\_\_\_ Ending date \_\_\_\_\_ Part Time  Full Time

Month Year Month Year

Weekly starting salary \_\_\_\_\_ Weekly final salary \_\_\_\_\_

Job title \_\_\_\_\_ May we contact your supervisor? \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ Supervisor's email address \_\_\_\_\_

Description of work \_\_\_\_\_

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

Attach a copy of your resume. If no resume, initial here \_\_\_\_\_

Attach a photo (optional). If no photo, initial here \_\_\_\_\_

Any offer of employment is subject to the successful completion of a criminal background and reference check.

\_\_\_\_\_

Applicant Signature Date