

Archdiocese of Atlanta
Office of Catholic Schools
2401 Lake Park Drive, S.E.
Smyrna, GA 30080

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

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

* Have you every been convicted of a crime?

Yes No

* Have you ever been the subject of an investigation

Involving sexual abuse?

Yes No

* Have you ever been terminated from employment?

Yes No

* Have you ever been asked to resign employment?

Yes No

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

Yes No

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

Yes No If yes, when?

Were you ever employed by the Archdiocese of
Atlanta?

Yes No If yes, when? & where?

Position desired

Salary desired

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

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