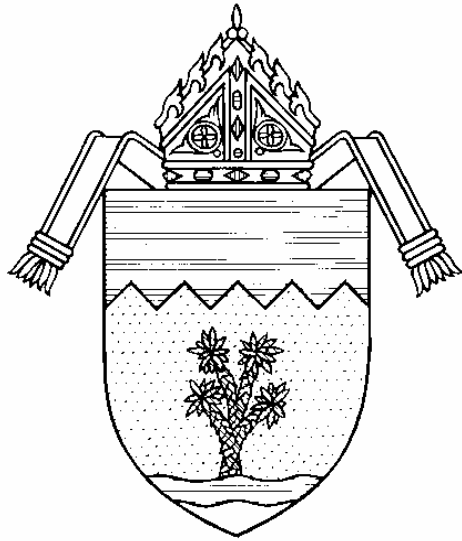


DIOCESE OF LAS VEGAS



APPLICATION FOR EMPLOYMENT

THIS APPLICATION MUST BE COMPLETED IN FULL. THE DIOCESE OF LAS VEGAS RESERVES THE RIGHT TO REFUSE EMPLOYMENT OR TERMINATE EMPLOYMENT IF AN INCOMPLETE APPLICATION IS PROVIDED TO THE CATHOLIC CENTER, EVEN IF THE EMPLOYEE COMMENCES WORK AT A PARISH, SCHOOL OR OTHER DIOCESAN LOCATION.

PERSONAL INFORMATION

Position Desired: _____ [] Part time [] Full time Date _____

Name _____
(Print) Last First Middle

Present Address _____ How long have you lived there? _____
Street and Number City State Zip Code Years Months

Previous Address _____ How long did you live there? _____
Street and Number City State Zip Code Years Months

Telephone No. _____ Social Security No. _____

Email Address: _____

Have you ever worked for the Diocese of Las Vegas (at any parish, school or other location before)? [] Yes [] No

If yes, please give dates and position: _____

Do you have relative(s), or persons with whom you have personal relationships, employed by the Diocese of Las Vegas?
[] Yes [] No

If yes, list name, relationship and position _____

EMPLOYMENT INFORMATION

If hired, can you furnish proof that you are over 18 years of age? [] Yes [] No

If hired, can you present proof of your legal right to work in the United States? [] Yes [] No

Have you ever been convicted, found guilty, entered a plea of nolo contendere (no contest), or had adjudication withheld in a criminal offense other than a minor traffic violation? [] Yes [] No

If yes, please give the date(s) and details:

NOTE: Answering "Yes" to these questions will not necessarily bar you from employment. Factors such as age at the time of the offense, seriousness and nature of the violation, and the position for which you are applying will be taken into account (do not include minor traffic citations or arrests or convictions which have been sealed or expunged in answering these questions).

PROFESSIONAL/RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for **ALL** periods of time including, but not limited to, military service **and any period of unemployment/gap in employment**. If self-employed, you must give the company/firm name and you must supply business references. [Add additional page if necessary]

Present or Last Employer <hr/> Name <hr/> Address <hr/> City, State, Zip Code <hr/> Telephone/E-mail	<u>Employed From</u> <hr/> (mo/yr) To (mo/yr) <hr/>	<u>Pay</u> \$ _____ Start \$ _____ Final	<u>Position and Duties</u> <hr/> <hr/> Name and Title of <u>Last Supervisor</u> <hr/>	<u>Exact Reason for Leaving</u> <hr/> <hr/> <hr/> <hr/>
Employer <hr/> Name <hr/> Address <hr/> City, State, Zip Code <hr/> Telephone/E-mail	<u>Employed From</u> <hr/> (mo/yr) To (mo/yr) <hr/>	<u>Pay</u> \$ _____ Start \$ _____ Final	<u>Position and Duties</u> <hr/> <hr/> Name and Title of <u>Last Supervisor</u> <hr/>	<u>Exact Reason for Leaving</u> <hr/> <hr/> <hr/> <hr/>
Employer <hr/> Name <hr/> Address <hr/> City, State, Zip Code <hr/> Telephone/E-mail	<u>Employed From</u> <hr/> (mo/yr) To (mo/yr) <hr/>	<u>Pay</u> \$ _____ Start \$ _____ Final	<u>Position and Duties</u> <hr/> <hr/> Name and Title of <u>Last Supervisor</u> <hr/>	<u>Exact Reason for Leaving</u> <hr/> <hr/> <hr/> <hr/>
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Employer <hr/> Name <hr/> Address <hr/> City, State, Zip Code <hr/> Telephone/E-mail	<u>Employed From</u> <hr/> (mo/yr) To (mo/yr) <hr/>	<u>Pay</u> \$ _____ Start \$ _____ Final	<u>Position and Duties</u> <hr/> <hr/> Name and Title of <u>Last Supervisor</u> <hr/>	<u>Exact Reason for Leaving</u> <hr/> <hr/> <hr/> <hr/>

Have you ever been terminated or asked to resign from any job? Yes No

If yes, please explain circumstances:

Please explain fully any gaps in your employment history:

May we contact your current and/or previous employer(s)? Yes No. If yes, please list the contact number(s) below. If no, please explain why:

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying.

Have you ever used another name? Yes No If Yes, what name(s): _____

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and/or educational record? If yes, please explain:

EDUCATION

School Name	Years Attended (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
High School:	1 2 3 4			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Trade or Correspondence:				
Other:				

Recent Professional Accomplishments _____

PERSONAL REFERENCES

Please list persons who know you well -- **not** previous employers or relatives:

Name	Occupation	Address (Street, City and State)	Telephone Number/ e-mail	Number of Years Known

ADDITIONAL SKILLS

Please list any skills you believe are applicable to the position to which you are applying:

Do you speak any Foreign Language? If yes, please specify the following:

Foreign Language	<i>Speak</i>			<i>Read</i>			<i>Write</i>		
_____	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
Foreign Language	<i>Speak</i>			<i>Read</i>			<i>Write</i>		
_____	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor

Driver License (State/County) _____ License No. _____ Expiration Date _____
 Name on License (if different than listed as applicant) _____

Please list any other licenses of any kind that may relate to the position for which you are applying. _____

Have you ever had a license revoked or suspended? Yes No.
 If yes, state the reason(s), date of revocation or suspension and date of reinstatement: _____

**IF APPLYING FOR TEACHING, VICE PRINCIPAL OR PRINCIPAL POSITIONS,
 PLEASE COMPLETE THE FOLLOWING:**

Number of Educational Credits: _____ Graduate: _____ Under Graduate: _____
 Religious Affiliation: _____ Parish: _____ Religious Community (if applicable): _____
 Citizen of U.S.? Yes _____ No _____ If not a citizen, status: _____

FORMAL TEACHING EXPERIENCE: Include schools, location, grade level and subjects taught, dates of service, reason for termination of teaching position in each school and name of principal(s) at the time you taught in the school. Attach additional sheets, if necessary.

SCHOOL	ADDRESS	PRINCIPAL	GRADE/SUBJECTS	TO/FROM

Give your reason(s) for leaving each school and seeking employment here: _____

Applying for Grade(s)/Subjects: _____

Full Time _____ Part Time _____ Substitute _____

Applying for which school/location _____

Current Professional Standing:

Certification(s) – State(s) _____

Certification Date _____ Certificate No. _____ Expires _____

Certification Date _____ Certificate No. _____ Expires _____

(Please attach a copy/copies of the Certificate(s))

Has/Have your Certification(s), or any other teaching credential of any kind, ever been revoked, suspended or under any type of investigation? Yes No

If yes, please explain details _____

Total number of years of actual teaching experience: _____ Years in present school: _____

Years in this Diocese: _____ Years in any other Diocese/Archdiocese/Eparchy _____

Grade(s) and/or subjects taught: _____

Qualifications to teach religion: _____

Professional development course(s) taken within past year: _____

Professional Memberships: _____

Special Interests: _____

Other Educational Experiences: _____

FOR ALL APPLICANTS: APPLICATIONS MAY NOT BE RETAINED DEPENDING ON THE LOCATION. PLEASE ASK THE LOCATION TO WHICH YOU ARE APPLYING FOR THEIR RETENTION PROCEDURE.

I CERTIFY THAT I HAVE PROVIDED ALL PERTINENT INFORMATION AND THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.

Date

Signature of Applicant

(The remainder of this page intentionally left blank)

FOR ALL APPLICANTS: APPLICANT'S STATEMENT, ACKNOWLEDGMENT AND RELEASE

In the event of my employment in a position with the Diocese of Las Vegas (for any parish, school or other location), I agree to comply with all Diocese of Las Vegas policies, procedures, rules and regulations. I understand that the Diocese of Las Vegas reserves the right to require me to submit to a test for the presence of alcohol or drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a fingerprint check/background check, credit check/screening and/or a physical examination. I consent to the disclosure of the results of any physical examination and/or other or related tests to the Diocese of Las Vegas. I also understand that prior to, and during any employment, I may be required to take other tests such as personality tests. I understand that should I decline to sign this consent or decline to take any of the above tests, including, but not limited to background tests/fingerprints, my application for employment may be rejected or any employment may be terminated. I also understand that in certain circumstances, bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed. I understand that certain positions within the Diocese of Las Vegas are reserved for clergy and that other positions by their nature require membership and active participation in the Catholic Church. I understand that those who work with children are required to take the Virtus® "Protecting God's Children" class and sign the Virtus® code of conduct form. This is a free workshop provided throughout the Diocese of Las Vegas.

I understand and agree that the Diocese of Las Vegas may investigate my driving record and my criminal record and that consumer reports and/or an investigative consumer report may be prepared whereby information is obtained through personal interviews with my references (including any referring persons), friends, personal references, and others with whom I am acquainted. This inquiry may include information as to my character, general reputation, personal characteristics and mode of living. I further understand that the Diocese of Las Vegas may contact my previous employers and I hereby authorize those employers, as well as friends and/or references to disclose to the Diocese of Las Vegas all records and information pertinent to my employment with them without recourse. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my references, friends, former employers, their agents, employees and representatives, as well as any other corporation, partnership, entity or individual who releases information to the Diocese of Las Vegas, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide the Diocese of Las Vegas with any pertinent information they may have regarding me without recourse.

I hereby state that all of the information that I have provided on this application or any other documents filled out or other information provided in connection with my application for employment, including, but not limited to information provided during any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if any information on this application is determined, in the Diocese of Las Vegas' opinion, to be false (either by affirmative misrepresentation or by omission), my application for employment will be rejected. Further, if I am employed and any such information is later found to be false or incomplete, either by affirmative misrepresentation or by omission in any respect, I may be subject to immediate discharge. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

Nothing in this application or Applicant's Statement and Acknowledgment creates or is intended to create an offer, promise or representation of employment. If hired, I understand and agree that my employment with the Diocese of Las Vegas is "AT-WILL" and absent a written agreement signed by both the Bishop of the Diocese of Las Vegas or his authorized designee (designated as such in writing) and me, my employment, if I am employed, and any compensation therefore, is for no definite period, and may be terminated by either the Diocese of Las Vegas (employer) or me at any time and for any reason whatsoever, with or without cause. No other supervisor or representative of the Diocese of Las Vegas (other than those described in the previous sentence) has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing. I acknowledge that it is my obligation to ask for written evidence from either the Office of the Bishop, the Vicar General or the Chief Financial Officer as to a representative's authorized status for the purpose of authority to sign written agreements. I understand and agree that oral representations made before or in the event I am hired do not alter any terms and/or conditions of my employment.

This release also allows both conviction and non-conviction data to be released to The Roman Catholic Bishop of Las Vegas and His Successors, a corporation sole, as appropriate. I, having made application for employment with The Roman Catholic Bishop of Las Vegas and His Successors, a corporation sole for employment, authorize the release of any Record of Criminal Activity pertaining to me. Disclosure of a criminal record does not automatically disqualify you from consideration.

I hereby fully and unconditionally release The Roman Catholic Bishop of Las Vegas and His Successors, a corporation sole, and its officers, directors, employees, agents, servants and representatives and any other agencies or entities releasing information and its officers, directors, employees, agents, servants, and representatives from any loss, damage or liability in obtaining or furnishing said Criminal History Record.

If there are any questions regarding this Document, please refer to the Director of Human Resources, the Benefits Manager, or the Chief Financial Officer of the Diocese of Las Vegas, before signing.

I hereby acknowledge that I have read, understand and agree to the above.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT, ACKNOWLEDGEMENT AND RELEASE.

SIGNATURE OF APPLICANT

DATE