



# ARCHDIOCESE OF BALTIMORE APPLICATION FOR EMPLOYMENT

## I. CONTACT INFORMATION

Title (if applicable):  Br.  Deacon  Dr.  Mr.  Ms.  Rev.  Sr.

\_\_\_\_\_  
Last Name First Name Middle Name Suffix

\_\_\_\_\_  
Present Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
E-mail Address Social Security Number

( )  Home  Work  Mobile  Other \_\_\_\_\_  
Primary Phone

( )  Home  Work  Mobile  Other \_\_\_\_\_  
Alternate Phone

## II. POSITION SOUGHT *(Please list all that apply.)*

Full Time  Part Time  
 Parish  School  Central Service  Other \_\_\_\_\_

Site Name: \_\_\_\_\_

What position(s) are you applying for? \_\_\_\_\_

\_\_\_\_\_ for School Administration, Teaching or Pastoral Staff position, please complete Section VIII

When are you available to begin employment? \_\_\_\_\_

Please indicate salary requirements: \_\_\_\_\_

*As a condition of consideration for employment, a criminal background check is required. Employment is contingent upon results of individual criminal background and reference checks.*

## III. EDUCATION

SCHOOL ATTENDED	NAME OF SCHOOL (Include complete address)	DID YOU GRADUATE?	CIRCLE LAST YEAR COMPLETED	CREDITS/DEGREE	MAJOR/MINOR
High School			9 10 11 12		
Undergraduate School			1 2 3 4		
Graduate School					
Graduate School area(s) of concentration: _____					

*Please complete all three sides of this form.*

**IV.****PROFESSIONAL EXPERIENCE** *(Begin with most recent. Attach additional pages if necessary.)***1**

Job Title	From:	To:
	Dates of Employment	
Name of Employer	Address of Employer	
Name of Supervisor	Title of Supervisor	Phone Number of Supervisor
Reason for Leaving		
Description of Duties		
Beginning Salary	Ending Salary	

**2**

Job Title	From:	To:
	Dates of Employment	
Name of Employer	Address of Employer	
Name of Supervisor	Title of Supervisor	Phone Number of Supervisor
Reason for Leaving		
Description of Duties		
Beginning Salary	Ending Salary	

**3**

Job Title	From:	To:
	Dates of Employment	
Name of Employer	Address of Employer	
Name of Supervisor	Title of Supervisor	Phone Number of Supervisor
Reason for Leaving		
Description of Duties		
Beginning Salary	Ending Salary	

**May we contact your current employer at this time?**  Yes  NoAre you able to perform the specific job related functions in the job for which you are applying?  Yes  NoAre you legally eligible to work in the U.S.?  Yes  No**V.****ADDITIONAL INFORMATION**

1. Have you ever had your volunteer services or employment terminated by any parish, school, or institution?  
 Yes  No If yes, please explain \_\_\_\_\_
2. Have you ever been a Priest, Deacon or member of Religious Institute?  Yes  No  
If yes, name of Diocese or Religious Order: \_\_\_\_\_
3. Have you ever been employed by the Archdiocese of Baltimore?  Yes  No  
Position: \_\_\_\_\_ Location: \_\_\_\_\_
4. Have you ever served as a volunteer in the Archdiocese of Baltimore?  Yes  No  
Position: \_\_\_\_\_ Location: \_\_\_\_\_
5. How were you referred to the Archdiocese of Baltimore? (i.e. Newspaper name, website, etc.)  
\_\_\_\_\_
6. If applicable, please list other name(s) under which your credits/credentials/experience may be filed:  
\_\_\_\_\_

## VI. PROFESSIONAL AFFILIATION / RECOGNITION

Professional certificates held, (catechist certification, CPA, etc.) Include level of certificate and period of validity:

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## VII. AFFIDAVITS AND RELEASES *(Please read and sign the following:)*

- (A) Have you ever been charged with, accused of, or convicted of child abuse?  Yes  No  
If yes, please explain on a separate paper.

I understand that the Archbishop of Baltimore takes all allegations of abuse seriously. I further understand that the Archbishop of Baltimore cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

- (B) Have you ever been convicted of a crime?  Yes  No  
If yes, please explain on a separate paper.

A conviction record is not necessarily a bar to employment. Each application will be considered individually, taking into account the nature and seriousness of the offense, how long it occurred, and rehabilitation. Do not answer yes if the conviction has been expunged or pardoned.

- (C) I certify that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for termination if discovered at a later date.

I hereby grant permission to the Archdiocese of Baltimore and related entities to investigate my background, qualifications and references and to release this application and related information to the appropriate search committees and prospective employers within the Archdiocese of Baltimore. I hereby release from liability the Archdioceses, related entities, and their agents from liability in connection with investigating and evaluating my application and sharing the information as described above.

I also hereby give permission for the Archdiocese of Baltimore to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment. I hereby waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understood the above stated information within this release and am signing below of my own free will.

I authorize persons, schools, current employer and previous employers, and organizations named in this application to provide the Archdiocese of Baltimore with any relevant information that may be required. I further release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND IS SUBJECT TO A FINE NOT EXCEEDING \$100.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

My signature indicates that I have read and understand the above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Application Reviewed by

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

*It is our policy to provide equal opportunities to all qualified persons without regard to race, age, color, sex, national origin or disability.*

**VIII.**

**APPLICANTS FOR SCHOOL ADMINISTRATION, TEACHERS OR PASTORAL STAFF**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**POSITION SOUGHT: (Please select)**

<b>School Positions</b>				
<i>Principal</i>	Elementary	Middle School	Secondary	
<i>Assistant Principal</i>	Elementary	Middle School	Secondary	
<i>Teacher</i>	Elementary	Middle School	Secondary	Level: Subject(s):

<b>Parish Positions</b>			
<i>Pastoral Position</i>	Pastoral Life Director	Pastoral Associate	
<i>Ministry Position</i>	Youth Ministry	Young Adult Ministry	
<i>Religious Educator</i>	Adults	Youth	Children

<b>Student Teaching Experience: (if applicable)</b>				
School Supervising Teacher(s)	Address City, State, Zip Code	Grade(s) Subject(s):	From: Mo/Yr	To: Mo/Yr

**PRINCIPAL/TEACHER CERTIFICATION:**

Are you certified?  Yes  No STATE: \_\_\_\_\_

Certification Type: \_\_\_\_\_

Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are you a Roman Catholic fully able to participate in the sacramental life of the church?  Yes  No

If you are a practicing Catholic please list your Parish: \_\_\_\_\_

**LOCATION:**

Please consider my application for: (check as many as applicable)

- Anne Arundel County   
  Allegany County   
  Garrett County   
  Washington County  
 Baltimore City   
  Carroll County   
  Harford County  
 Baltimore County   
  Frederick County   
  Howard County

**ADDITIONAL INFORMATION:**

1. Please describe your perception of the ministry and role of the position(s) for which you are applying. Include a separate STATEMENT for each position you checked.
2. Please request that OFFICIAL TRANSCRIPTS be sent to the address below.
3. If you are registered with a placement office, please request that your PLACEMENT FILE be sent to:

Archdiocese of Baltimore  
 Division of Human Resource Services  
 320 Cathedral Street  
 Baltimore, MD 21201