

ST. FRANCIS XAVIER CHURCH

APPLICATION FOR EMPLOYMENT

245 West Front Street, Sikeston, MO 63801
Tel: 573-471-2447 Fax: 573-471-9820

GENERAL INFORMATION

NAME _____
Last First Middle Maiden

PRESENT ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PERMANENT ADDRESS _____ TELEPHONE _____

CITY _____ STATE _____ ZIP CODE _____

DATE AVAILABLE FOR POSITION _____

PERSONAL INFORMATION

Marital Status _____ (if applicable) Religious Community _____

Social Security# _____ Religion _____

Parish _____ Pastor _____

Are you a United States Citizen? _____

(If hired, you will be required to verify your employment eligibility and identity in accordance with the Immigration Reform and Control Act of 1986. Please also note that, in accordance with the relevant law, the diocese does not discriminate against applicants on the basis of their citizenship or national origin.)

EDUCATIONAL PREPARATION

NAME AND LOCATION OF SCHOOL OR COLLEGE	FROM MO/YR	TO MO/YR	KIND OF DEGREE	MAJOR	YEAR OF GRAD
ELEMENTARY SCHOOL					
SECONDARY SCHOOL					
COLLEGES & UNIVERSITIES					

PREVIOUS EMPLOYMENT (Please list last employer first)

SCHOOL OR COMPANY NAME AND ADDRESS	FROM MO/YR	TO MO/YR	Position	ANNUAL SALARY	REASON FOR LEAVING

REFERENCES

Give names and addresses of three persons who have knowledge of your work. Include current employer and your pastor (or leader of your religious community, if applicable). Names of friends and relatives may not be used.

PLEASE PRINT: NAME	ADDRESS AND TELEPHONE #	RELATIONSHIP OR OFFICIAL POSITION TOWARD APPLICANT

LIST MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:

ANY OTHER COMMENTS OR ACCOMPLISHMENTS YOU WOULD LIKE TO SHARE:

PLEASE NOTE: In order that your application may be properly evaluated, it is essential that ALL of the above questions be answered carefully and completely. Please attach a resume to supplement this application.

QUESTIONNAIRE

1. Why are you applying for the position of Youth Minister?
2. Have you had experience in Youth Ministry? List your experiences in working with young people, such as clubs, camps, extracurricular activities, and sports.
3. Identify areas of service to the community and Church in which you have recently been involved.
4. How are you qualified to accept a leadership role in Catholic Youth Evangelization?
5. How would you, as leader, assure the Catholic identity of the youth programs and activities?
6. How would you describe your leadership style, and how would you work with the Pastor and staff in promoting social, catechetical, and spiritual growth of our youth?

SCREENING REPORT

1. Have you at any time been accused of child abuse? (You are required to answer this inquiry whether or not a criminal conviction arose out of the allegation.)

Yes _____ No _____ (check one)

If yes, please provide in detail the date, the place, and an account of the circumstances surrounding each allegation of child abuse.

2. Did any judicial proceeding arise out of the allegations of child abuse?

Yes _____ No _____ (check one)

If yes, please identify the court in which the proceeding was brought and its location, the parties to that proceeding, the docket number of the proceeding, and any judgment or resolution that was entered or reached.

3. Are you under the supervision of any federal, state or local corrections agency as a result of any allegations of child abuse?

Yes _____ No _____ (check one)

4. Have you ever been convicted of or pleaded guilty to a misdemeanor or felony (other than a parking violation)

Yes _____ No _____ (check one)

If yes, please state the nature of the offense for which you were convicted or pleaded guilty, the date of the conviction or the entering of the plea, the judgment imposed, the court imposing the judgment and its location, and the docket number of the proceeding.

5. Has any surety company ever refused to issue or continue any bond on your behalf?

Yes _____ No _____ (check one)

If yes, please provide in detail the date, the reasons for and the circumstances surrounding the surety company's refusal.

A "yes" response to either of the two preceding questions will not disqualify you from consideration for employment. A record of a conviction, or a refusal by a surety company to issue or continue a bond on your behalf does not mean that you cannot be hired. The nature and circumstances of any conviction or bond refusal, how long ago either occurred, and other factors, including the relationship of the conviction or bond refusal to the position for which you are applying, are all important in the employment consideration. Thus, please provide a complete response to these questions so that an appropriate decision can be made.

"I hereby certify that all information included herein is complete and accurate. I understand that a misstatement of fact would be grounds for my discharge. I authorize investigation of all statements contained herein and release all parties from all liability for any damage that may result from furnishing same to you."

Date _____

(Official Signature)

The Diocese of Springfield-Cape Girardeau provides and promotes equal employment opportunities for all persons without regard to race, color, age, sex, national origin or citizenship, as provided by federal law

Send completed application directly to the Parish to which you are applying.