Uniform Job Application Form for **THE ARCHDIOCESE OF SANTA FE**

Archdiocesan Entity:
Address:
Telephone #:

The Archdiocese of Santa Fe is an Equal Opportunity Employer and considers all candidates for employment equally regardless of race, color, national origin, sex, age or handicap. Because of its status as a religious entity, the archdiocese may consider the candidate's religious affiliation in its employment decisions, consistent with State and Federal law.

Date:	Name: La	st	Fir	st		Middle	
Social Security Nun	nber: Dr	river's Licens	se# & Stat	e (Are	a Code) T	elephon	e No.:
Current Address – N	Number & St	reet	City		State		Zip Code
Previous Address							
Position Applied For:			Location of Position			Part-time: Full-time:	
If hired, date available:			Minimum Salary Requirements:				
			izen of the U.S., have you th			1	Yes
			nain permanently in the		•		No
Are you between the ages of 18 and 70?			YesN			No	
Are you related to anyone employed by the If so, whom & what department?			Archdioces	e?	Yes <u></u> Relatio		No
EDUCATION	-	Name	used on S	chool Re	cords:		
Type of School	Name & Ac	ddress of Scł	1	Degree	Major Su	ıbject	Minor Subject
High School							
College							
Graduate School							
Tech., Business or Other							

EMPLOYMENT HISTORY (Start with your present or most recent position. Include experience in the armed forces of the U.S. Please feel free to attach additional information where appropriate, such as a resume.				
(1) Date: Salary: Starting Ending	Firm Name and Address			
(Area Code)/Phone Number	Type of Business:			
Title	Responsibilities:			
Name/Title of Supervisor:	Department:			
Reason for seeking new employment:				
May we contact this employer now? Yes	No Name used when employed:			
(2) Date: Salary: Starting Ending	Firm Name and Address			
(Area Code)/Phone Number	Type of Business:			
Title	Responsibilities:			
Name/Title of Supervisor:	Department:			
Reason for seeking new employment:				
May we contact this employer now? Yes	No Name used when employed:			
(3) Date: Salary: Starting Ending	Firm Name and Address			
(Area Code)/Phone Number	Type of Business:			
Title	Responsibilities:			
Name/Title of Supervisor:	Department:			
Reason for seeking new employment:				
May we contact this employer now? Yes	No Name used when employed:			

What equipment relative to this position do you operate?

Languages (other th	an English):	Read	Speak	Write		
		Read	Speak	Write		
		Read	Speak	Write		
Have you ever served in the U.S. Armed Forces?YesNo						
Date entered:	Date discharged:	Branch of serv	ice:	Highest rank:		

INTEREST: Use the space below to describe your interest in the Archdiocese of Santa Fe and the skills and aptitudes that you feel qualify you for a position at the Archdiocese of Santa Fe. (You may wish to include civic and community activities, professional societies in which you participate, special training or skills.)

Referred by (name of person, firm, agency, advertisement, etc.):

Are you a former employee of the Archdiocese	?Yes	No
Last date worked	Job Title	

Have you previously applied for employment with the Archdiocese? _____Yes _____No If yes, when? ______ Religious affiliation, if any?

SUPPLEMENTAL PERSONAL DATA

Although the following information is somewhat sensitive, we are obligated to request it in order to fulfill our responsibilities as an employer to screen candidates for employment in the Archdiocese. If you are unable to answer the following questions for any reason, our Director of Human Resources will visit with you privately to discuss them with you.

- 1) Have you ever been convicted of a crime with the exception of minor traffic offenses? Yes No If yes, please provide explanation: City_____Date Charge_____Disposition
- 2) Has a civil or criminal complaint ever been filed against you alleging sexual harassment in the work place, or physical and/or sexual abuse by you? ____Yes ____No If yes, give a short explanation of the complaint. (Please indicate the date, nature and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.)

- 3) Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of sexual harassment in the workplace, or physical and/or sexual abuse by you? _____Yes____No
 If yes, give a short explanation of the allegations. (Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address, and telephone number.)
- 4) Please present your personal views on physical and sexual abuse. Please write clearly.
- 5) Are you aware of any reason you cannot reasonably perform the duties outlined in the job description provided to you? (If no job description provided, please disregard this question.)

I certify that the statements made in this application are true and correct to the best of my knowledge and that any deliberate falsification could result in termination of my employment. Permission is hereby granted to the Archdiocese of Santa Fe to obtain verification of the statements made herein and to obtain employment references. All reference information will be confidential and will be considered the property of the Archdiocese of Santa Fe.

Signature of Applicant

Date