



**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:	Firm Name and Address
Starting Ending			
(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:	Firm Name and Address
Starting Ending			
(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:	Firm Name and Address
Starting Ending			
(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 than English): \_\_\_\_\_ Read \_\_\_\_\_ Speak \_\_\_\_\_ Write \_\_\_\_\_  
\_\_\_\_\_ Read \_\_\_\_\_ Speak \_\_\_\_\_ Write \_\_\_\_\_  
\_\_\_\_\_ Read \_\_\_\_\_ Speak \_\_\_\_\_ Write \_\_\_\_\_

Have you ever served in the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date entered: \_\_\_\_\_ Date discharged: \_\_\_\_\_ Branch of service: \_\_\_\_\_ 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? \_\_\_\_\_

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### SUPPLEMENTAL PERSONAL DATA

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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.

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Signature of Applicant

Date