



EMPLOYMENT APPLICATION

(Non-teaching support staff. i.e. teacher's aide; custodian; secretary)

Catholic schools are an integral part of the educational mission of the Catholic Church. Therefore, an applicant **preferably should be a Catholic in good standing with the Church.**

Elementary and secondary schools in the Diocese of Harrisburg do not discriminate on the basis of race, color, sex, national or ethnic origin in the hiring of employees.

INSTRUCTIONS TO THE APPLICANT

- Complete, sign and date application.
- **ENCLOSE WITH APPLICATION** copies of the following clearances:
1) PA State Police Criminal Record Check; Department of Human Services Child Abuse History ; FBI Report
<https://www.hbgdiocese.org/safeyouth/background-certificates-and-youth-protection-requirements/adult-employees/#adult-school-employees>

PERSONAL INFORMATION

NAME: _____
(LAST) (FIRST) (MIDDLE)

If your academic or employment records would be held under any surname(s) other than the one you have provided, please so indicate below:

PRESENT ADDRESS: _____ EMAIL: _____

TELEPHONE NUMBER(S): _____ CELL PHONE: _____

PERMANENT ADDRESS: _____
(if different)

CITIZENSHIP: _____ Citizen _____ Non-Citizen **If non-citizen, are you legally eligible for employment in the USA?** __Yes__ No

Position applying for: _____

EDUCATION

Name and location of school	Dates Attended		Date Graduated	Diploma or Degree		Nature of Studies	
	From	To				Major	Minor
Elementary							
High School							
College							
Graduate School				No. of Credits	Degree	Area of Specialization	

CERTIFICATION: Indicate any certificates you currently hold, *including* religious education certification.

TYPE OF CERTIFICATION	ISSUED BY DIOCESE/STATE	DATE ISSUED	DATE EXPIRES

EMPLOYMENT: List present and two most previous employments, beginning with your most recent position.

1. Business name 2. Complete address – including city, state, zip, phone	Dates Employed		Salary	1. List grade and subject taught 2. Name and title of immediate supervisor	Reason for Termination
	Month	Year			
	From		\$	1.	
	To		Per diem	2.	
	From		\$	1.	
	To		Per diem	2.	
	From		\$	1.	
	To		Per diem	2.	

REFERENCES: Please give names of the persons (e.g. supervisor, principal, department head, etc.) who know of you.

NAME	POSITION	ADDRESS	PHONE	EMAIL

APPLICANT'S STATEMENTS

1. Why are you seeking a position in a Catholic School? _____

2. Religion: _____ (required) Church/Parish _____

3. Have you been baptized as a Catholic? _____ When? _____ Where? _____
 (Church) (State)

4. Are you still a practicing Catholic in good standing with the Church? Yes _____ No _____ Explain: _____

(Persons baptized in the Catholic Church who are not fully practicing the Catholic faith are not eligible for employment.)

GUIDING PRINCIPLES EMPLOYEES IN CATHOLIC SCHOOL

The vocation of every Catholic school Employee is to assist in the work of forming the human person through the communication of Christian principles. The Employee is called upon to be a good example for the students.

“The Employee is expected to conduct himself or herself in accordance with the accepted code of Catholic morality and to avoid any embarrassment to the individual school or the diocese.”

The Employee is expected to make himself or herself aware of diocesan and local school policies and to follow the directives of the Superintendent of Schools and the local Principal. The Employee should give positive support to the Principal and present a positive attitude to the students.

Catholic Identity and Mission

Due to the nature and mission of the Catholic Church, all employees are bound to exhibit respect for the teachings and discipline of the Church in regard to matters of faith and morals. Each employee is therefore expected to conduct himself or herself at all times in accordance with Catholic morality and the rules and regulations of the Diocese of Harrisburg and the local Catholic school and to avoid any embarrassment or scandal to the Catholic faithful of the Diocese of Harrisburg or the local school.

Each employee must avoid engaging in any conduct in or out of the workplace which, in the judgment of that individual's employer, constitutes serious or public immorality, sacrilege, lewd conduct, public scandal or overt rejection of, or the holding up to doubt, public ridicule or question of the official teaching, doctrine or laws of the Catholic Church, as contained in, but not limited to, the *Catechism of the Catholic Church*, the 1983 *Code of Canon Law*, the decrees, policies or norms issued by Church authority, and in the official policies or handbooks adopted by local school.

Any violation of this provision that is brought to the attention of the individual's employer may result in disciplinary action against the employee, which may include, but not be limited to, at the discretion of the Employer: counseling, admonition, the completion of corrective action, suspension or termination of employment.

I have read the above Guiding Principles and agree that, if employed by a Catholic school in the Diocese of Harrisburg, I will work and act in accordance therewith and will likewise observe the School Policies and Regulations of the Diocese of Harrisburg.

I understand that credentials filed in support of this application become the property of the school and will not be returned.

I further realize any omission or falsification of information provided by me in this application will result in its invalidation.

I understand that my signature absolves and releases the diocese and school from any and all liability for any and all legal action involving relinquishment of this personal information to others.

The information furnished herein is true and accurate to the best of my knowledge and belief.

(Applicant's Signature)

(Date)