



# Archdiocese of Miami

## Application for Employment

Position(s) for which you are applying \_\_\_\_\_ at \_\_\_\_\_

Last Name, First Name, Middle Initial \_\_\_\_\_

Last 4 digits of Social Security # \_\_\_\_\_ Any Other Name(s) Used \_\_\_\_\_

Home (Street) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

How Long at Current Address? \_\_\_\_\_ E-mail Address at Which We May Contact You \_\_\_\_\_

Please List Your Other Addresses, if any, in the Last Seven (7) Years:

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Home Telephone \_\_\_\_\_ Other Telephone for Contact \_\_\_\_\_

Have you previously worked in any parish, school or entity of the Archdiocese of Miami? Yes \_\_\_ No \_\_\_

If yes, please identify location and date. \_\_\_\_\_

### Education

**School: Name & Location** (City, State & Country)                      **Program / Degree Obtained**                      **Date**


**Active Licenses** (related to position above)                      **License Number**                      **Date** (first obtained)


### Other Relevant Education, Certifications and Experience

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### Professional References

**Name of Reference**  
(Do not include relatives)                      **Address**                      **Daytime Phone and e-mail**                      **How long have you known this person?**                      **Nature of Relationship**


# Archdiocese of Miami

## Employment History (begin with most recent)

Dates of Employment	Organization Name and Address	Position(s) Held; Responsibilities	Reasons for Leaving Position	Supervisor's Name, Title and Phone	May We Contact? (Y/N)
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO

***Please respond to all of the questions, below.***

Have you ever plead guilty, been adjudicated guilty or plead no contest to a felony?      Yes \_\_\_      No \_\_\_

If yes, please explain the circumstances.

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Are you legally authorized to work in the United States?      Yes \_\_\_      No \_\_\_

(Proof of citizenship or immigration status will be required upon employment.)

Are you over 18 years of age?      Yes \_\_\_      No \_\_\_

**Archdiocese of Miami**  
**Background Questions**

1. Has a criminal, civil or internal complaint to management or supervisors at places of your employment/volunteering ever been filed against you which alleged sexual misconduct, harassment or child abuse by you, or your participation in or facilitation of such activities?  
 Yes                       No

If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed, disposition of the complaint; and identify by name and title, the person(s) who investigated the complaint and the person who adjudicated the complaint.

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2. Do you presently serve, or have you ever served, as a volunteer for any organization, entity or group in which you had significant contact with children or other vulnerable populations (i.e. elderly, mentally or emotionally challenged, etc.)?  
 Yes                       No

If yes, please provide the name, address and telephone number of the organization; period of volunteer service, supervisor's name; and briefly describe your activities and/or duties.

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3. Have you ever terminated any employment or volunteer service or chosen not to renew or continue any employment or volunteer service or have you ever had employment/volunteer service terminated, or been subject to any disciplinary action against you for reasons relating to allegations of sexual misconduct or child abuse by you?  
 Yes                       No

If yes, please explain. Please include in your explanation the date, nature and place of the occurrence(s) or allegation(s); and the disposition of the matter(s). Also identify your employer and supervisor at the time by name, address and telephone number.

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4. Have you ever plead guilty, been adjudicated guilty or plead no contest to a crime (other than a minor traffic violation)?  
 Yes                       No

If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

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**Archdiocese of Miami**  
**Background Questions**

5. Have you ever been reprimanded, investigated, or dismissed from a position for grounds that include or involve immoral conduct, unprofessional conduct, unethical conduct, harassment, including sexual harassment, unfitness for service, etc.?

Yes                       No

If yes, please explain incident and provide name of supervisor, telephone numbers, dates, etc.

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6. Have you even been a defendant in a civil action for an intentional tort, including but not limited to, assault, false imprisonment, rape, etc.?

Yes                       No

If yes, please explain, including dates.

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In order for us to be able to process your application, please review and initial each of the statements below:

1. I declare that all statements contained in this application are true and that any misrepresentation or omission may result in rejection of my application and/or termination of my employment at any time. **1.** \_\_\_\_\_
2. I authorize you to conduct a criminal background check, as well as personal and professional background checks, for the purposes of consideration of this application. You may contact any references, past and current employers, and any other individual or organization that might be relevant to the position for which I am applying – except for those specifically excluded in writing on this application. I hereby release all of these references, employers and other individuals/ organizations from any and all liability for damages that might occur in connection with the processing of this application. **2.** \_\_\_\_\_
3. I understand and agree that my employment relationship with this organization is an “at-will” relationship, meaning that both the organization and I have the right to terminate this employment relationship at any time. **3.** \_\_\_\_\_
4. This organization prohibits and does not tolerate discrimination in any form, including harassment, on the basis of race, color, national origin, sex, age, veteran or marital status, disability, genetics, sexual orientation, or any other protected category of individuals. This organization is an equal opportunity employer and makes hiring and other employment decisions based on job-related qualifications and abilities. **4.** \_\_\_\_\_
5. I acknowledge that employees must witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. **5.** \_\_\_\_\_
6. My signature indicates that I have read all of the above statements, that I asked any questions I may have had, and that I fully understand all of these statements. **6.** \_\_\_\_\_

*Please do not sign until you have read and initialed the above statements.*

Applicant’s signature \_\_\_\_\_ Date \_\_\_\_\_

Witness’ signature \_\_\_\_\_ Date \_\_\_\_\_

# Archdiocese of Miami

## **Acknowledgement of Contingent Offer of Employment**

I, \_\_\_\_\_, hereby acknowledge that I fully and completely understand that the offer of employment made to me by the Archdiocese of Miami is contingent upon the successful Results of the VECHS National Background Check. I understand that these results are a critical component in the selection process and that I was offered this position on a temporary contingent basis.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_