



# Roman Catholic Diocese of Reno

290 S. Arlington Ave.  
Reno, Nevada 89501  
772-326-9428

Position for which you are applying: \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
street City State Zip Code

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Parish \_\_\_\_\_

Are you prevented from lawful employment in this country because of visa or immigration status? (Proof of employment eligibility will be required upon employment)  YES  NO

Have you been convicted of a felony or released from prison for a felony in the last 10 years?  YES  NO

If YES, please explain: (please note that an affirmative response to the above question will not necessarily bar you from employment.) \_\_\_\_\_

Are you at least 18 years old?  YES  NO

How did you hear of this opening \_\_\_\_\_  
please list specific notice

## EDUCATION/SKILLS:

	Name & Address of School	Course of Study	Circle Last year Completed	Graduate?	Diploma or Degree
High School			1 2 3 4	__Yes __No	
College			1 2 3 4	__Yes __No	
Graduate School			1 2 3 4	__Yes __No	

We are an equal Opportunity employer and fully comply with the Americans with Disabilities Act. Accommodations for persons with disabilities will be provided unless the accommodations would place an undue hardship on the employer. Persons needing accommodations should notify the Organization

**Other Training/Education Skills:**

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**Previous Experience:**

Please list name, address and phone number of previous employment, military or volunteer experience with most recent first.

<p>1. <b>Name of Organization</b> _____ <b>From</b> _____ <b>To</b> _____</p> <p><b>Address</b> _____</p> <p><b>Phone Number</b> _____ <b>Supervisor</b> _____</p> <p><b>Status:</b> _____ <b>Volunteer</b> _____ <b>Full Time Paid</b> _____ <b>Part Time Paid</b> _____</p> <p><b>Job Title</b> _____ <b>Current/Ending Pay \$</b> _____</p> <p><b>Duties and Responsibilities</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Reason for Leaving</b></p> <p>_____</p> <p><b>Name known (if different that present name)</b> _____</p>
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2. Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Status: \_\_\_\_\_ Volunteer \_\_\_\_\_ Full Time Paid \_\_\_\_\_ Part Time Paid

Job Title \_\_\_\_\_ Current/Ending Pay \$ \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name known (if different that present name) \_\_\_\_\_

3. Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Status: \_\_\_\_\_ Volunteer \_\_\_\_\_ Full Time Paid \_\_\_\_\_ Part Time Paid

Job Title \_\_\_\_\_ Current/Ending Pay \$ \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name known (if different that present name) \_\_\_\_\_

4. Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Status: \_\_\_\_\_ Volunteer \_\_\_\_\_ Full Time Paid \_\_\_\_\_ Part Time Paid \_\_\_\_\_

Job Title \_\_\_\_\_ Current/Ending Pay \$ \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name known (if different that present name) \_\_\_\_\_

May we contact your present employer?  YES  NO (Please note that it may be necessary to contact your current employer prior to an offer of employment. If you check NO, you will be notified prior to us contacting your current employer.)

**REFERENCES:**

Give name, address, telephone, and email of three references who are not related to you and are not previous supervisors. Please do indicate the relationship to this person.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE, RELEASE AND CONSENT:**

I hereby certify that all information provided by me on this employment application and all other information provided by me in the course of applying for employment with the Diocese of Reno is truthful, accurate, and complete.

I understand that if any information provided to me on this employment application or any other information provided by me in the course of applying for employment with the Diocese of Reno is found to be false, untruthful, misleading, or incomplete that such will be cause for immediate rejection of my application for employment.

I further understand that if I am hired as an employee in the Diocese of Reno and at any time thereafter it is discovered that any information provided by me on this employment application or any other information provided by me in the course of applying for employment with the Diocese of Reno is found to be false, untruthful, misleading, or incomplete shall be sufficient cause for disqualification or dismissal from employment.

I hereby authorize the Diocese of Reno to obtain information relating to my current and previous employment, education, criminal or personal history records. I agree to release the Diocese of Reno, its employees, representatives, and agents from any and all liability claims or damages for the obtaining and use of information obtained from these sources or developed as a result of contacting these sources.

I hereby authorize any and all organizations, including but not limited to my current or previous employers, educational institutions, etc., their employees, representatives, and agents to provide any and all information regarding my employment or education to the Diocese of Reno, its employees, representatives, and agents from any and all liability claims or damages that may directly or indirectly result from the use, disclosure, release or omission of any such information by and person or party, whether such information is favorable or unfavorable to me. A photocopy of this release will be valid as an original even though the photocopy does not contain an original writing of my signature.

I hereby certify that I have read and understand the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTENTION APPLICANT: This application will be kept under active consideration for no more than thirty days from the date of application as shown on the front page.**