



Employment Application

An equal opportunity employer

DIOCESE OF SAN BERNARDINO
Human Resources Office
1201 E. Highland Avenue
San Bernardino, Ca 92404
Phone: 909-475-5170
Fax: 909-475-5189

We are pleased that you are interested in applying for a position with the Diocese of San Bernardino. As a Christian community we embrace diversity in all of its aspects. Therefore, the Diocese of San Bernardino does not discriminate in employment on the basis of race, ethnicity, color, marital status, age, disability, veteran status or any other protected class. We do, however, reserve the right to give preference to individuals of the Catholic faith in order to fulfill our purpose. No question on this form is intended to secure information to be used for unlawful discrimination. We will give this application for employment every consideration; however, in accepting it, the Diocese of San Bernardino makes no commitment of employment to the applicant.

All questions should be answered in your own handwriting.

Personal Information

Last Name	First Name	Middle Initial	Today's Date
Other names used in previous employment or schooling		Social Security Number	Home Phone
Street Address		City	State
			Zip

Can you, after an offer of employment is made, submit proof that you have legal right to work in this country? YES NO
All employees are required to complete an Employee Eligibility Verification (Form I-9).

Bilingual language skills (other than English): Language(s): _____ Speak Write Translate
_____ Speak Write Translate

As an adult, have you ever been convicted of an offense other than a minor traffic violation? YES NO
If YES, please explain below. (Convictions are evaluated for each position and are not necessarily disqualifying).

Have you ever been employed by or contracted with the Diocese of San Bernardino? YES NO If yes, when? _____

How did you learn about this position? Diocesan Website Parish (specify below) School (specify below) Agency (specify below)
 Employee Referral (specify below) Advertisement (specify below) Other (specify below)

Name of Referral Source

Driving Record Requirement

If you are hired, or transferred, into a position that requires the operation of a vehicle, we will require a current official driving record printout from the Department of Motor Vehicles prior to your start date.

Periodic DMV reports could be required during your employment with the Diocese of San Bernardino. Do you authorize investigation of your DMV records? YES NO

Driver's License Number _____ State _____ Expiration Date of License _____

Fingerprint clearance is a requirement for employment with the Diocese of San Bernardino and must be completed upon offer of employment and or prior to starting work. There will be no exceptions.

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the Diocese of San Bernardino to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and further, authorize the references I have listed to disclose to the Diocese of San Bernardino any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Diocese of San Bernardino, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ **At-Will Employment:** I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between myself and the Diocese of San Bernardino. I further understand and agree that if I am employed, my employment is At-Will and no agreement, written or oral, expressed or implied, between an employee and any supervisor, pastor or other representative of the Diocese of San Bernardino is valid; that my employment is for no definite or determinable period and may be terminated at any time, with or without cause, and with or without prior notice, at the option of either myself or the Diocese of San Bernardino; that no promises or representations contrary to the foregoing are binding on the Diocese of San Bernardino.

Applicant's Signature

Date