



DIOCESE OF LAKE CHARLES
P. O. BOX 3233
LAKE CHARLES, LA 70602-3233
(337) 439-7400

Application for Employment

In compliance with federal and state equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, marital status, or presence of a non-job-related medical condition or handicap. There may occasionally be positions vacant, which require knowledge of the Catholic faith. In those circumstances, knowledge of the faith becomes a qualification, but it is not always necessary that the applicant be Catholic.

Position Applying for _____

Date Available for Employment? _____ Minimum Acceptable Salary _____

Name _____

Mailing Address _____

City, State, Zip _____

Primary Contact Number (____) _____ Email Address _____

Are you 18 years of age or older? Yes No

Are you available for: Full-time Part-time

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

Do you have a valid driver's license? Yes No

Has your driver's license ever been suspended or revoked? Yes No

Do you have reliable transportation to get to and from work? Yes No

Will this position involve any contact or work with minors? Yes No

• If yes, would you be willing to submit to a drug screening? Yes No

• If yes, would you be willing to submit to a criminal background check? Yes No

How did you hear about this position? _____

Did an employee of the Diocese of Lake Charles refer you? Yes No

If yes, please provide the name of the employee: _____



Have you ever worked for the Diocese before? Yes No

If yes, where, when, and in what capacity? _____

Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, certification, training, or special skills:		

Business Skills

Are you experienced in using personal computers? Yes No

Computer applications used _____

Other business skills (Please specify): _____

Business/Community Organizations (include only those which might relate to your position)

Do you have any relative(s) employed by the Diocese? Yes No

If yes, please list their name(s), relationship to you, and their position with the Diocese



Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper. Please attach a current resume.

Employer Name and Phone Number:		City, State:
Dates of employment:	Position Held:	Reason for Leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		

Employer Name and Phone Number:		City, State:
Dates of employment:	Position Held:	Reason for Leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		

Employer Name and Phone Number:		City, State:
Dates of employment:	Position Held:	Reason for Leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		

References: Personal and Professional (do not include relatives)

NAME	ADDRESS	PHONE NUMBER



Disclaimer and Signature

THE FOLLOWING IS AN IMPORTANT PART OF THE APPLICATION AND SHOULD BE READ CAREFULLY.

I understand if employed by the Diocese of Lake Charles my acceptance of employment does not constitute an employment contract and no agreement to the contrary (written, stated or implied) will be recognized unless entered with the Chancellor. Absent an express employment contract entered into by me and the Chancellor, I understand that my employment is at-will and subject to termination, by myself or by the Diocese of Lake Charles, with or without cause, with or without notice, at any time. I understand that my employment shall depend on satisfactory replies from my references and current and former employers. I understand that the information that I have provided shall be verified by contacting any person or organization that may have information concerning me. I also understand that if my responsibilities/ministry involves contact with minors, I must undergo a criminal background check. I agree to abide by the rules, and policies of the Diocese of Lake Charles.

I authorize the Diocese of Lake Charles to verify any statements made by me on this application and on any other form(s) completed by me. I authorize all persons having knowledge of me and/or my records to release such information to the Diocese of Lake Charles. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also hold harmless the Diocese of Lake Charles, and the officers, employees, and volunteers thereof, from any liability or claims that may arise from such disclosures or investigations.

I certify that statements made by me on this application are true, complete, and correct and it is further understood that should any falsifications be discovered it will constitute grounds for non-acceptance or for dismissal.

Signature: _____ Date: _____

