



**Thank you for considering applying for a position at
Our Lady of Guadalupe Catholic Church!**

The Secretary position is currently open. This is a part-time position of approximately 30 hours. The office is open 8am-4pm, closed for lunch, Monday through Wednesday and Friday. Our office is closed on Thursday.

Applications may be mailed or emailed as indicated below.
Please submit a cover letter along with your resume and the attached
Diocese of Beaumont application.

Our Lady of Guadalupe Catholic Church

ATTN: Job Posting
3648 S/Sgt. Lucian Adams
Port Arthur, TX 77642

Email: olgchurchpa@gmail.com

Please note that criminal conviction checks and reference checks are conducted on qualifying applicants for employment. The Diocese of Beaumont diligently strives to provide a safe environment for all of its ministries and programs, especially those with children and youth. Safe environment training program attendance is required once hired.

If hired, you will be contacted with further details.

Thank you!

APPLICATION FOR EMPLOYMENT

(Rev. 7/2014)

This application must be filled out completely (please **PRINT**), and signed and dated by the applicant. The Catholic Diocese of Beaumont is an Equal Opportunity Employer. If a position requires the candidate to be a practicing Catholic in good standing, a notice will be placed on the job posting announcement.

Date: _____

JOB INTEREST:

Parish/School/Diocesan Office to which you are applying: _____
 _____, City: _____

Position Desired: _____ Salary Desired: \$ _____

Date Available: _____ Referred by: _____

Were you ever employed by a Catholic entity within the Diocese? ___yes ___no

If yes, where and when? _____

List names of relatives currently employed by the entity to which you are applying. _____

PERSONAL:

NAME: _____ (Maiden: _____)

Mailing Address: _____

E-mail address: _____

Home Phone: _____ Cell: _____

Do you need any reasonable accommodation in order to perform the essential functions of the position for which you are applying? ___yes ___no If yes, please describe. _____

Are you legally qualified to work in the United States? _____

EDUCATION:

Type	Name/City/State	Dates Attended	Graduated?	Type of Degree
High School		////////////////////		////////////////////
College/University				
College/University				
Vocational/Tech.				
Other				

Describe any certification, licensing, or special training: _____

** Attach a copy of documentation verifying the above degrees, certification, licensing, or special training obtained, including attendance at a "Protecting God's Children" or other safe environment training session from a Catholic entity.*

EMPLOYMENT HISTORY:

Please begin with your PRESENT position and work back. Include experience in the U.S. Military and self-employment. Attach additional pages if more space is needed. **Account for all periods of unemployment longer than 30 days.** Clearly describe work duties personally performed, even if a résumé has been submitted.

PRESENT Employer: _____ May we contact? ___yes ___no

Mailing Address: _____

Supervisor's Name: _____ Phone number: _____

Employed from _____ to _____ Salary-Start \$ _____ Salary-End \$ _____

Position Title: _____ Supervised Others? ___yes ___no

Description of Duties: _____

Reason for leaving (or wanting to leave) this employer: _____

* * * * *

Employer: _____

Mailing Address: _____

Supervisor's Name: _____ Phone number: _____

Employed from _____ to _____ Salary-Start \$ _____ Salary-End \$ _____

Position Title: _____ Supervised Others? ___yes ___no

Description of Duties: _____

Reason for leaving this employer: _____

* * * * *

Employer: _____

Mailing Address: _____

Supervisor's Name: _____ Phone number: _____

Employed from _____ to _____ Salary-Start \$ _____ Salary-End \$ _____

Position Title: _____ Supervised Others? ___yes ___no

Description of Duties: _____

Reason for leaving this employer: _____

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Employer: _____

Mailing Address: _____

Supervisor's Name: _____ Phone number: _____

Employed from _____ to _____ Salary-Start \$ _____ Salary-End \$ _____

Position Title: _____ Supervised Others? ___yes ___no

Description of Duties: _____

Reason for leaving this employer: _____

PERSONAL REFERENCES: (Not family members or work supervisors)

Name: _____ Years Known: _____
Mailing Address: _____ Phone # _____

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Mailing Address: _____ Phone # _____

Name: _____ Years Known: _____
Mailing Address: _____ Phone # _____

BACKGROUND:

Have you ever been disciplined or discharged by an employer for theft, sexual harassment, disruptive behavior, using or possessing a weapon on company premises, and/or using or possessing drugs, alcohol, or illegal substances? ___yes ___no (If yes, explain in detail on page 4 of this application.)

Have you ever been convicted of or pled guilty/no contest to any crime that resulted in imprisonment, court ordered probation, or deferred adjudication? ___yes ___no (If yes, explain on page 4 of this application.)

SKILLS YOU ARE PROFICIENT IN:

- Microsoft Office - Current Versions (check those that apply):
 - Word Excel Access Publisher Power Point Outlook
- Other computer skills: _____
- Foreign Language: _____ Fluent in: ___ speaking ___ writing
- Other: _____

PRE-EMPLOYMENT UNDERSTANDING:

Please read carefully every statement below and initial each one to indicate your acceptance of the terms.

1. I certify that all information provided by me in connection with this application for employment, whether specifically listed on this document or provided by other means, is true and complete, and I understand that any misstatement, falsification, omission, or concealment of any information may be grounds for refusal to hire or, if already hired, immediate termination of employment. Initials: _____
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States. Initials: _____
3. I hereby authorize you to make any investigation of my personal and employment history, as well as my financial, credit, and driving records, through any investigative or credit agencies or bureaus of your choice. I also authorize civil, criminal, and sex offender background screening checks, and I understand that these checks will be updated periodically. Initials: _____
4. I authorize any of the persons or organizations referenced in this application to provide any and all information concerning my previous employment, education, or any other information they might have, whether personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information or from any use of this information. I agree that they shall not be held liable if I am not subsequently offered the position for which I am applying. Initials: _____
5. I understand that, if employed, I will be a provisional employee for a specified length of time and that my continued employment will be contingent upon meeting acceptable job performance standards and abiding by the policies and regulations of the Catholic entity for which I am hired. Initials: _____
6. I understand and accept the condition of employment that requires my professional and personal lifestyle to conform to the ethical and moral teachings of the Roman Catholic Church. Initials: _____

Applicant Signature: _____ Date: _____

NOTE: After your application is reviewed, if you are determined to be a qualified candidate for the position, you will be asked to fill out a "Background Screening Questionnaire" at the time of your Initial Interview. Background screening checks will be completed before an offer of employment is considered.

Additional Explanation from previous sections: