

# The Roman Catholic Church of the Diocese of Baton Rouge

## Application for Employment

*The Roman Catholic Church of the Diocese of Baton Rouge is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, color, religion\*, sex, national origin, age, disability, genetic information, or any other characteristic prohibited by applicable law. We are dedicated to providing a work environment free from illegal discrimination and harassment, and where employees are treated with respect and dignity.*

\* The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.

Please answer all questions completely in order for your application to be considered for employment.

### General Information

Name: \_\_\_\_\_  
                    First                                      Middle                                      Last                                      Suffix

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_  
                                    City                                      State                                      Zip

Civil Parish: \_\_\_\_\_

Home Phone: \_\_\_\_\_  
                    Area Code      Number

Work Phone: \_\_\_\_\_  
                    Area Code      Number

Cell Phone: \_\_\_\_\_  
                    Area Code      Number

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

What position are you applying for? \_\_\_\_\_

Diocesan location in which you are applying for work: \_\_\_\_\_

Are you currently working in the Diocese?  Yes       No

If yes, please list location, position and date of hire: \_\_\_\_\_  
\_\_\_\_\_

Have you ever worked in a Diocesan location?  Yes       No

If yes, please list location(s), position(s) and date of hire: \_\_\_\_\_  
\_\_\_\_\_

If the position for which you are applying indicates "practicing Catholic" in the minimum requirements, please identify your Catholic church parish: \_\_\_\_\_

If hired, can you submit verification of your legal eligibility to work in the United States?  Yes       No

If under 18 years of age, can you furnish a work permit?  Yes       No

Do you have any relatives working in the Diocesan location for which you are applying?  Yes       No

*Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Diocese.*

If yes, please list their name(s) and position(s): \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? \_\_\_Yes \_\_\_No

Note: Answering "yes" to the following two questions does not constitute an automatic bar to employment. Factors such as the date of the offense, seriousness and nature of the violation and position applied for will be taken into account.

Have you ever been convicted of or pled guilty or no contest to a felony or misdemeanor? \_\_\_Yes \_\_\_No

If yes, when, where and what was the disposition of the case: \_\_\_\_\_

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult? \_\_\_Yes \_\_\_No

If yes, please explain: \_\_\_\_\_

Date available for work if hired: \_\_\_\_\_ Desired hours (full time/part time): \_\_\_\_\_

Desired pay rate: \_\_\_\_\_

### Educational History

Educational history should include high school and later.

<u>School Name and Complete Mailing Address (include City State and Zip)</u>	<u>Type of School (high school, college, trade school, etc)</u>	<u>Name of Degree or Program</u>	<u>Degree/Program Completed? (Y/N)</u>

### Professional Work References

List the two individuals most familiar with your skills and qualifications. Do not list relatives or supervisors already identified on this application.

<u>Name</u>	<u>Title</u>	<u>Relationship to Applicant</u>	<u>Telephone and E-Mail</u>	<u>Number of Years Known</u>

List any additional skills, licenses, certificates, education and training that are relevant to the position for which you are applying:

---



---



---

May we contact your present employer?  Yes  No

**Employment History**

Check here if you have no employment history. *If checked, proceed to next section.*

Start with current employer & indicate employment history for the last 5 years. If current employer, list end date as current.

<u>Dates of Employment (mm/yyyy)</u>	<u>Company Name &amp; Address (City, State Zip)</u>	<u>Immediate Supervisor's Name &amp; Phone Number</u>	<u>Position Held/Job Description</u>	<u>Reason for Leaving Position</u>
--------------------------------------	---	---	--------------------------------------	------------------------------------

Beg. Date: _____				
End Date: _____				

Beg. Date: _____				
End Date: _____				

Beg. Date: _____				
End Date: _____				

Beg. Date: _____				
End Date: _____				

Beg. Date: _____				
End Date: _____				

Please explain any gaps in employment history other than those due to personal illness, injury or disability:

---



---



---



---

**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with the Roman Catholic Church of the Diocese of Baton Rouge (the "Diocese") is true, complete, and correct.

I expressly authorize, without reservation, the Diocese, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Diocese, its representatives, employees and agents for seeking, gathering, and using such information in the employment process and all other persons, entities, or organizations for furnishing such information about me.

I understand that the Diocese does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable law. I further understand that the employment relationship between the Diocese and its employees may be governed by canon law as well as civil law.

If I am hired, I understand that employment is at-will. I understand that I am free to resign at any time, with or without cause and without prior notice, and the Diocese reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required or prohibited by applicable law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that any handbooks, manuals, policies and procedures maintained by the Diocese are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese. I understand that no supervisor or representative of the Diocese is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Diocese's authorized representative.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately terminate my employment whenever it is discovered.

This application shall be considered active for a period of time not to exceed 90 days.

**DO NOT SIGN UNTIL YOU HAVE READ THE FOREGOING APPLICANT STATEMENT.**

**I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# AUTHORIZATION TO OBTAIN BACKGROUND INFORMATION

The Roman Catholic Church of the Diocese of Baton Rouge (hereafter the "Diocese") appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. In the pursuit of providing safe and secure programs, we require, as a condition of employment, and/or continued employment, that all applicants consent to and authorize verification of the background information submitted on their application for employment.

I, the undersigned applicant, declare that all statements contained in my application for employment are true and that any misrepresentation or omission is cause for rejection of my application or termination from employment and/or ministry involvement. I agree to observe all of the guidelines and policies for the program in which I am applying. I hereby authorize the Diocese to conduct a personal and professional background check for the purposes of my application with the Diocese, or any parish, school or program within its territory. I understand that the Diocese may contact any references, past and current employers, church, youth organizations or agencies, and any individual or organization which might be relevant to my desired position. I do hereby agree to forever release and discharge all of the above stated persons and agencies providing such information from any and all claims and damages connected with their release of any requested information.

I do hereby agree to forever release and discharge the Diocese, its representatives, employees or agents, and any parish, school or program within its territory and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from the retrieving and reporting of information. I understand that a criminal background check will be conducted prior to and during my employment. I hereby give complete permission for the Diocese to conduct a criminal background check, an arrest records check, abuse registry check, and/or driving record check as applicable to the position for which I am applying. I authorize investigations of all statements contained in my application.

I understand that the Diocese, and any parish, school or program in its territory, has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Diocese, and any parish, school or program in its territory, cooperates fully with governmental authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate termination and possible criminal charges. I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of my application or termination of employment and that refusal to inform the Diocese of the contents of a sealed criminal record will result in the automatic denial of my application or termination of employment. I understand and agree that information may be obtained from sources that I provided and that this information will be held confidentially by the Diocese, to the extent permitted by applicable law. I have also read and understand the above stated information within this authorization and am signing below of my own free will. I understand that I can withdraw from the application process at any time. I agree that any copy of this document is as valid as the original.

My signature indicates that I have read and understand the above. **Do not sign until you have read the above statements.**

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
*Typed or Printed*

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

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*If driving is an essential function of the position, also provide the following:*

Driver's License: State \_\_\_\_\_ License Number \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ (required for background check)

Have you ever worked under a different name? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list names: \_\_\_\_\_

At any time during the past 5 years have you lived in a different state (within the United States) or do you currently live outside the state of Louisiana? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what state(s) did you live in? \_\_\_\_\_

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

• **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

• **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

• **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

• **Consumer reporting agencies must correct or delete inaccurate, incomplete, or**

**unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

**TYPE OF BUSINESS:**

- 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.
- b. Such affiliates that are not banks, savings associations, or credit also should list, in addition to the Bureau:
  2. To the extent not included in item 1 above:
    - a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks
    - b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act
    - c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations
    - d. Federal Credit Unions
3. Air carriers
4. Creditors Subject to Surface Transportation Board
5. Creditors Subject to Packers and Stockyards Act
6. Small Business Investment Companies
7. Brokers and Dealers
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

**CONTACT:**

- a. Consumer Financial Protection Bureau  
1700 G Street NW  
Washington, DC 20552
- b. Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357
- a. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050
- b. Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480
- c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106
- d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314  
Asst. General Counsel for Aviation Enforcement & Proceedings  
Department of Transportation  
Aviation Consumer Protection Division  
1200 New Jersey Avenue S.E.  
Washington, DC 20590  
Office of Proceedings, Surface Transportation Board  
Department of Transportation  
395 E. Street S.W.  
Washington, DC 20423  
Nearest Packers and Stockyards Administration area supervisor  
Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
403 Third Street, SW, 8<sup>th</sup> Floor  
Washington, DC 20416  
Securities and Exchange Commission  
100 F St NE  
Washington, DC 20416  
Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090  
FTC Regional Office for region in which the creditor operates or  
Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357