

THE DIOCESE OF COLORADO SPRINGS

228 North Cascade Avenue
Colorado Springs, Colorado 80903
(719) 866-6448

APPLICATION FOR EMPLOYMENT: TEACHER AIDE

In order that your application may be properly evaluated, it is essential that all of the following questions be answered carefully and completely. Applications will not be processed unless completed in full and accompanied by all of the following documentation:

1. Copy of High School Diploma or GED certificate.
2. Letters of Recommendation (3).
3. Completed Application.

PERSONAL INFORMATION

PLEASE PRINT

Name _____ Date _____
LAST FIRST MIDDLE INITIAL

Address _____
STREET CITY STATE ZIP CODE

Social Security Number _____ Telephone Number _____

Religious Preference _____ Parish Affiliation _____

Previously employed by any Diocese? NO YES If yes, when? _____

Where? _____

When can you start? _____ How were you referred to us? _____

POSITION DESIRED

Circle One: FULL TIME PART TIME EITHER
 Service, past or present with children, given in local parish, e.g., Religious Education, Teacher, chair member,
 Eucharistic

Minister, etc. _____

EDUCATIONAL BACKGROUND

What is your highest level of education? _____

GED & location _____ HIGH SCHOOL & Location _____

COLLEGE _____

U. S. MILITARY RECORD

Service Branch _____	Date Entered _____	Date Discharged _____	Final Rank _____
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What were your duties? _____

What special training did you receive? _____

List any additional special skills, technical or professional knowledge which you may have: _____

REFERENCES

Give three or more references, include persons who should have first knowledge of your character, and personality.

Name and Position	Address	Telephone Number

OTHER QUESTIONS

Has anyone ever accused you of physical abuse, sexual abuse, or sexual harassment? YES NO
 If yes, give a short explanation of the complaint. Please indicate the date, nature and place of the incident leading to the accusation, and the disposition of the matter.

Have you ever been charged, arrested, or convicted of a felony or misdemeanor, regardless of the disposition of any such matter? YES NO
 If yes, give a short explanation of incident. Please indicate the date, nature and place of the incident, the disposition of the allegations, and your employer at the time, including your employer's name, address, and telephone number.

Has any employer ever counseled you, reprimanded you, disciplined you, or terminated your employment or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, sexual harassment by you, your unsafe driving record or your theft? YES NO
 If yes, give a short explanation of the allegations. Please indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time, including employer's name, address and telephone number.

EMPLOYMENT EXPERIENCE

List all of your current and previous positions (paid and unpaid) in chronological order starting with the most recent. Please complete this section and attach additional sheets as needed even if you submit a resume.

1. Employed From _____ To _____
 Company Name _____ Your Title _____
 Address _____ Your Department _____
 City & State _____ Supervisor's Phone Number _____
 Supervisor's Name and Title _____
 Work Performed _____

 Reason for Leaving _____
 May we contact your present employer? YES NO

2. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

3. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

Of the jobs you have held, which did you like the most and why? _____

Of the jobs you have held, which did you like the least and why? _____

APPLICANT'S DECLARATION, AUTHORIZATION AND RELEASE

My answers on this application and on any resume' I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize the Diocese of Colorado Springs and its agents to verify any information related to my application or resume. I also authorize and direct individuals, schools, employers, and law enforcement or government officials to freely provide any information concerning my background, and hereby release any and all of them from any liability for doing so.

_____ Date

_____ Print Name

_____ Signature

The Diocese of Colorado Springs shall comply with appropriate federal and state laws and regulations prohibiting discrimination in employment on the grounds of race, color, national origin, protected age category, gender, marital status, military status or physical or mental disability of any individual who is otherwise qualified.
