

Archdiocese of
Atlanta

Archdiocese of Atlanta Application

For Employment

DRUG FREE WORKPLACE

Location: _____

Date: _____

The Archdiocese of Atlanta believes that you are entitled to EQUAL EMPLOYMENT OPPORTUNITIES based on your qualifications and without regard to race, color, sex, age, national origin or any disability as provided in the Americans With Disabilities Act. It is also the policy of the Archdiocese of Atlanta that every employee has the right to work in an environment that is free from sexual harassment.

Last Name: _____

First: _____

Middle: _____

SS#: _____

Home Number: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Last Previous Address: _____

(if at present address less than two years)

Are you over 17 years of Age? yes no If under 18, do you have working papers? yes no

Are you legally employable within the US? yes no

Have you ever been convicted of a crime? yes no *(If yes, give details on back of this sheet)*

Have you ever been the subject of an investigation involving sexual abuse? yes no

(If yes, give details on back of this sheet)

Have you ever been terminated from employment? yes no *(If you answered yes to any of*

Have you ever been asked to resign employment? yes no *the previous three questions,*

Have you ever had a Non Renewal for an employment contract? yes no *give details on back of this sheet.)*

Have you ever applied for employment with the Archdiocese of Atlanta? yes no If yes, when? _____

Were you ever employed by the Archdiocese of Atlanta? yes no If yes, when? _____

Position Desired: _____

Salary Desired? _____

Would you work Full Time or Part Time? _____

Desired Starting Date: _____

(Circle highest grade completed in each category)

Education	High School				College				Graduate School				Business or Vocational School			
	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4

	Name	Location	Course/Major	Year Graduated	Diploma/Degree/Certification
High School					
College					
Grad. School					
Other (Specify)					

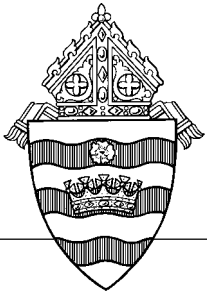
Certifications Held: Date: _____

State: _____

Type: _____

Are you currently in school? _____

If yes, where? _____



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Employment History

Account for all employment in last ten years, with most recent experience first.

Dates of Employment	Name, Address, Phone Number of Employer	1. Job Title 2. Department 3. Supervisor	Major Duties	Salary	Reason for Leaving
From:		1.		Start:	
To:		2.		End:	
From:		3.			
To:		1.		Start:	
From:		2.		End:	
To:		3.			

May we contact these employers? Yes No

If no, indicate which employer(s) you do not wish us to contact:

Do you speak any foreign languages? Yes No If yes, are you fluent in speech and writing?

List computer skills including software expertise:

List relevant qualifications and accomplishments:

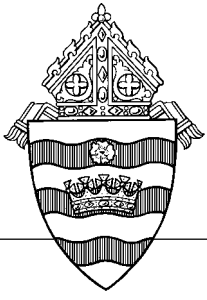
Why are you interested in working for the Archdiocese of Atlanta?

Professional References

Name

Address

Telephone



Archdiocese of
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Employment Applicant Background Investigation Consent

The Roman Catholic Archdiocese of Atlanta certifies that all reports, whether oral or written, will be kept strictly confidential and, except as required by law, information will only be revealed to the applicant or a person whose duty requires him or her to participate in the decision for the transaction for which the report was ordered. The Archdiocese further certifies that the purpose of the investigation is very limited in scope and information received will be used for the sole purpose of making a determination regarding the qualifications of an individual for employment purposes, which term includes initial employment, promotion, reassignment or retention as an employee.

I, _____, hereby authorize the Roman Catholic Archdiocese of Atlanta and/or its agents to make an independent investigation of my background, references, character, credit history (only for finance related positions), criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment.

I release the Roman Catholic Archdiocese of Atlanta and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name Printed:

Maiden Name or Other Names Used:

Please list all residence addresses for the past seven years. (Use a separate sheet if needed.)

Present Address: _____ How Long? _____

City: _____ State: _____ Zip: _____

Former Address: _____ How Long? _____

City: _____ State: _____ Zip: _____

Former Address: _____ How Long? _____

City: _____ State: _____ Zip: _____

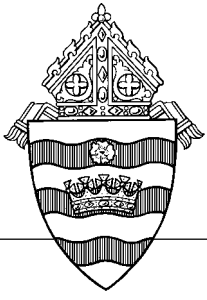
*Race: _____ *Sex: Male Female

*Date of Birth: _____ SS#: _____

Driver's License Number: _____ State of License: _____

Signature: _____ Date: _____

*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. The Roman Catholic Archdiocese of Atlanta is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age, Handicap or National Origin.



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Employment Applicant **Notification & Authorization**

This is used to inform you that a consumer report or an investigative consumer report is being obtained from a consumer reporting agency for the purpose of evaluating your qualifications for employment, promotion, reassignment or retention as an employee.

In addition to any criminal history this report may contain information relating to your character and general reputation through personal references. You may also have a right to request additional disclosures regarding the nature and scope of the investigation.

To whom it may concern:

I hereby authorize and request any present or former employer, school, police department, agency or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with an application for employment including consumer report information that may include motor vehicle records. I am willing that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. I understand this authorization is to be part of the written employment application, which I sign.

I have been given a copy of this form.

Date:

Print Name:

Signature:

Date of Birth *(for identification purposes only)*:

SS# *(for identification purposes only)*:

Name change/former name *(through marriage or otherwise)*:

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

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