

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)					

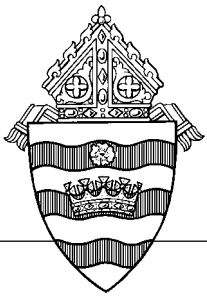
Certifications Held: Date:

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



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## **PLEASE READ CAREFULLY AND SIGN**

I hereby certify that all answers are true to the best of my knowledge and I agree to have any of the statements checked by the Archdiocese of Atlanta, unless I have indicated to the contrary.

Should a job offer be made, I understand my continuing employment, if hired, is contingent upon my being physically, mentally, and medically able, with or without reasonable accommodation, to successfully perform the essential functions of my job.

I understand that this employment application contains nothing intended to lead or create any employment contract with the Archdiocese of Atlanta, and may be terminated by either party at any time.

I further understand and agree that the employment relationship that may result from my application will be employment-at-will, and either the Archdiocese of Atlanta or I may terminate the relationship at any time, with or without cause and/or with or without notice. The only exceptions to this employment-at-will arrangement are those limited situations in which professional educators have written annual contracts signed by the Archdiocese of Atlanta.

I understand that any misrepresentation or falsification can be grounds for refusal of employment. I further understand that, if employed, any false statements or misrepresentations contained herein or in conjunction with the application process may be cause for dismissal.

**Applicant's Signature:** \_\_\_\_\_

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



# 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 to serve as a Clergy, Seminarian, Religious, Employee, Independent Contractor, and Volunteer.

I, \_\_\_\_\_, hereby authorize the Roman Catholic Archdiocese of Atlanta and/or its agents to make an independent investigation of my background, references, character, 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 as a Clergy, Seminarian, Religious, Employee, Independent Contractor, and Volunteer.

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:

***NOTE:*** Please provide the information as it appears on your Driver’s License in order that the processing of your Motor Vehicle report may be expedited, or you may attach a copy of your driver’s license. ***(Only For those whose position requires driving)***

Full Name Printed: \_\_\_\_\_

Maiden Name or Other Names Used: \_\_\_\_\_

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

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long? \_\_\_\_\_

Former Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long? \_\_\_\_\_

Former Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long? \_\_\_\_\_

\*Race: \_\_\_\_\_ \*Sex:  Male  Female

Date of Birth:(for identification purposes only) \_\_\_\_\_ SSN#:(For Identification purposes only) \_\_\_\_\_

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.

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **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.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit).
- **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 1-888-5-OPTOUT (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.ftc.gov/credit](http://www.ftc.gov/credit).

**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. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
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 Complaints 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 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
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