



Archdiocese of Baltimore
Catholic Schools

Application For Employment

It is the policy of the Archdiocese to provide equal opportunities to all qualified persons without regard to race, age, color, sex, national origin, veteran or military status, genetic information, or disability.

Please complete all sides of this form.

Contact Information

Title (if applicable): Br. Deacon Dr. Mr. Ms. Rev. Sr.

Last Name	First Name	Middle Name	Suffix
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Street Address

City	State	Zip
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E-mail Address

Please circle your preferred method of contact.

() _____ Home Work Mobile Other _____
Primary Phone

() _____ Home Work Mobile Other _____
Alternate Phone

If applicable, please list other name(s) under which your credits/credentials/experience may be filed:

If you are applying for a position as a Principal, Assistant Principal, or a Teacher who will teach religion, please answer the following:

Are you a practicing Catholic, fully able to participate in the sacramental life of the church? Yes No

If you answer "Yes", please provide your Parish and Pastor's name: _____

Position Sought

Full Time Part Time

List the position(s) and location(s) for which you are applying.

When are you available to begin employment? _____

Please indicate your salary requirements: _____

Education

SCHOOL ATTENDED	NAME OF SCHOOL	DID YOU GRADUATE?	CIRCLE LAST YEAR COMPLETED	CREDITS/DEGREE	MAJOR/MINOR
High School			9 10 11 12		
Undergraduate School			1 2 3 4		
Graduate School					
Graduate School area(s) of concentration:					

Professional Experience

(List experience in chronological order, beginning with the most recent. Maryland law requires that you list contact information for: 1) your current employer; 2) for ALL former school employers (including student teaching assignments); and, 3) ALL former employers where you were employed in a position involving direct contact with minors. "Direct contact" means the possibility of care, supervision, guidance or control or routine interaction with a minor. Attach additional pages if necessary.)

1

Job Title	Dates of Employment	
	From:	To:
Name of Employer	Address of Employer	
Name of Supervisor	Title of Supervisor	Supervisor's Phone Number and Email Address
Reason for Leaving		
Description of Duties	Current or Ending Salary	

2

Job Title	Dates of Employment	
	From:	To:
Name of Employer	Address of Employer	
Name of Supervisor	Title of Supervisor	Supervisor's Phone Number and Email Address
Reason for Leaving		
Description of Duties	Ending Salary	

3

Job Title	Dates of Employment	
	From:	To:
Name of Employer	Address of Employer	
Name of Supervisor	Title of Supervisor	Supervisor's Phone Number and Email Address
Reason for Leaving		
Description of Duties	Ending Salary	

May we contact your current employer at this time? Yes No
 Are you legally authorized to work in the U.S.? Yes No

Are you at least 18 years of age? Yes No (if not you may be required to provide proof of authorization to work.)

Additional Required Information

As a condition of consideration for employment, a criminal background check is required. Employment is contingent upon results of individual criminal background and reference checks, checks with Child Protective Services, and checks with the Maryland State Department of Education.

1. Have you ever had your employment or service as a volunteer terminated by any parish, school, or other employer? Yes No If yes, please explain _____
2. Have you ever been a Priest, Deacon or a member of a Religious Institute? Yes No
If yes, name of Diocese or Religious Order: _____
3. Have you ever been employed by the Archdiocese of Baltimore? Yes No
Position: _____ Location: _____
4. Have you ever served as a volunteer in the Archdiocese of Baltimore? Yes No
Position: _____ Location: _____

Professional Certifications/Licenses

Please list professional certifications, designations or licenses you hold that are relevant to the job for which you are applying. (Example: teacher certification, school administrator certification, CPA license, catechist certification, etc.) Include level of certificate and period of validity (if relevant):

Affidavits and Releases *(Please read and sign the following:)*

- (A) Have you ever been charged with, accused of, or convicted of child abuse? Yes No
If yes, please explain on a separate paper.

I understand that the Archbishop of Baltimore takes all allegations of abuse seriously. I further understand that the Archbishop of Baltimore cooperates fully with authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

(B) Maryland law requires all applicants to answer the following three questions. [NOTE: *An applicant who provides false information or willfully fails to disclose material information required under this section shall be subject to professional discipline, including termination or denial of employment, and may be subject to professional discipline in accordance with the regulations of the Maryland State Department of Education (MSDE.)*]

1. Have you ever been the subject of a child sexual abuse or sexual misconduct investigation by any employer, arbitrator, county board, state licensing agency, law enforcement agency, or child protective services agency? (Sexual misconduct includes any act by an adult toward a minor designed to promote a romantic or sexual relationship with a minor, such as soliciting dates, making sexually suggestive comments, or grooming behaviors.) Yes _____ No _____
NOTE: You are not required to answer Yes to Question 1 IF THE INVESTIGATION RESULTED IN A FINDING BY:
a). the employer that allegations that you engaged in sexual misconduct lacked sufficient evidence according to the policies of the county board or non-public school;
b). an arbitrator or a county board to reject any disciplinary action in response to allegations that you engaged in sexual misconduct;
c). a State licensing agency that allegations that you engaged in sexual misconduct lacked sufficient evidence according to State law, OR the policies of the county board or non-public school;
d). a law enforcement agency that allegations that you engaged in child sexual abuse were unfounded; OR
e). a child protective services agency that allegations that you engaged in child sexual abuse were ruled out.
2. Have you ever been disciplined, discharged, non-renewed, or asked to resign from employment, or ever resigned from or otherwise separated from any employment while allegations of child sexual abuse or sexual misconduct were pending or were under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct?
Yes _____ No _____

3. Have you ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child sexual abuse or sexual misconduct were pending or under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct?

Yes _____ No _____

(C) Have you ever been convicted of a crime? Yes No

If yes, please explain on a separate paper.

A conviction record is not necessarily a bar to employment. Each application will be considered individually, taking into account the nature and seriousness of the offense, when it occurred, and disposition. Do not answer Yes to Question C if the conviction has been expunged or pardoned.

(D) I certify that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for termination if discovered at a later date.

(E) I hereby grant permission to the Archdiocese of Baltimore and related entities to investigate my qualifications, and to conduct reference checks, criminal background checks, abuse registry checks, Child Protective Services checks, checks required by Maryland law, and driving record checks (if applicable) for the purposes of my employment, and to release this application and related information to the appropriate search committees and prospective employers within the Archdiocese of Baltimore. I hereby release the Archdiocese, related entities, and their agents from liability in connection with investigating and evaluating my application and sharing the information as described above.

I hereby waive any right that I may have to inspect any information provided about me by the persons or entities previously mentioned, except where such rights are ensured by the Fair Credit Reporting Act or other applicable laws. I have also read and understood the above stated information within this release and am signing below of my own free will.

I authorize persons, schools, current and previous employers, and organizations named in this application to provide the Archdiocese of Baltimore with any relevant information that may be required for my employment in Archdiocesan schools. Maryland law also authorizes other schools and county boards to request employment information about me. I release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND IS SUBJECT TO A FINE NOT EXCEEDING \$100.

Applicant Signature Date

My signature indicates that I have read and understand the above.

_____/_____/_____
Applicant Signature Date

_____/_____/_____
Application Reviewed by Date