



EMPLOYMENT APPLICATION FORM

FOR AT-WILL EMPLOYMENT

The Roman Catholic Diocese of Tulsa and Eastern Oklahoma (“Diocese”) proclaims in word and deed the saving message of Jesus Christ and His Church that all may know, love, and serve Him. The Diocese is committed to equal employment opportunity. The Diocese strives to ensure equal employment opportunities and will make no decisions based upon any factor or status prohibited by federal, state or local law; however, as permitted by Title VII of the 1964 Civil Rights Act and any other applicable federal, state, or local law, the Diocese may prefer Catholic applicants for certain positions within the organization.

The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants. Applicants with disabilities may be entitled to reasonable accommodation. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on the Diocese. Please inform Human Resources if you need an accommodation to complete the application process or otherwise participate in the hiring process.

This application (“Application”) is for employment with _____, an entity within the Diocese, a corporation sole, under the Bishop of the Diocese, and is incorporated in the term “Diocese”. Your Application will be active for sixty (60) days. If you are not hired during that time period but wish to continue to be considered for available positions, you must complete and submit a new application in response to a specific job vacancy.

Each question must be fully and accurately answered. The Diocese reserves the right to take no action on this Application until all questions have been answered and the application has been signed.

APPLICANT INFORMATION (Please Print)			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	(Optional) Desired Salary _____/hour or _____/annualized		
Position Applied for		Do you have reliable transportation? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Are you authorized to lawfully work in the US?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, do you require sponsorship (i.e. H-1B) in order to be employed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the Diocese or an entity related to the Diocese?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when and the reason for leaving?	
Have you ever been convicted of a felony?*	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
<p><i>*Do not disclose any convictions that have been sealed or expunged, including juvenile records. Disclosure of criminal history will not automatically disqualify you from consideration. Each case will be judged on its own merits based on the job-relatedness, nature, and severity of the conviction and how long ago it occurred in compliance with the Policies & Procedures for the Protection of Children & Young People of the Diocese.</i></p>			
To verify information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, specify name. _____			
EDUCATION			
High School	Address		
Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
College	Address		



Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other	Address	
	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

Please list any other skills you feel may relate to this position for which you are applying:

REFERENCES

Please list three professional references (not relatives).

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT (PLEASE INCLUDE MONTH, DAY, AND YEAR)

Company	Phone ()	
Address	Supervisor	
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company	Phone ()	
Address	Supervisor	
Job Title		
Responsibilities		



From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving

May we contact your previous supervisor for a reference? YES NO

During the past 10 years have you ever been discharged, suspended, or asked to resign from any position? YES NO

If yes, please explain:

PROFESSIONAL LICENSES, CERTIFICATIONS OR MEMBERSHIPS: You need not disclose membership in professional organizations that may reveal information regarding a legally protected characteristic. The Diocese does not base employment decisions on factors that are not job-related.

Type of license(s)/certification(s) held and expiration dates:

Other professional memberships:

APPLICANT ACKNOWLEDGMENTS, AUTHORIZATIONS AND AGREEMENTS

I, the undersigned, understand and agree that if employed by the Diocese my employment will be strictly on an at-will basis, and either I or the Diocese may terminate the employment relationship at any time, without notice, and for any reason. I further understand and agree that this Application does not constitute an offer of employment or an employment contract. I acknowledge that, if subsequently employed, the at-will nature of my employment cannot be altered or modified except by a written agreement signed by the Chancellor of the Diocese entitled "Modification of At-Will Employment." I acknowledge that an offer of employment will be conditioned upon satisfactory proof of my authorization to work in the United States and that my failure to supply such proof in a timely manner will result in termination of my employment without regard for citizenship, national origin, or ancestry.

I, the undersigned Applicant, certify that this application was completed by me and that, to the best of my knowledge, all entries on it and information in it are true and complete without any material omissions of any kind whatsoever. I agree that my Application for employment may be rejected, my candidacy for employment disqualified, or my subsequent employment terminated because of false or misleading answers or statements or because of any material omissions of fact made by me in this Application or at any time during the selection process.

Signature page attached hereto.



DIOCESE of TULSA
and Eastern Oklahoma

12300 E. 91st St. So., Broken Arrow, OK 74012
P.O. Box 690240, Tulsa, OK 74169-0240

Applicant Name

Applicant Signature

Date

Revised
11-9-2018

Feast of the Dedication of St. John Lateran Basilica