



THE DIOCESE OF COLORADO SPRINGS

228 North Cascade Avenue
Colorado Springs, Colorado 80903
(719) 636-2345

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 requested documentation.

In addition to this application, please also submit the following:

1. Copy of High School Diploma or GED certificate.
2. 3 (or more) Letters of recommendation.

PERSONAL INFORMATION

PLEASE PRINT

Name _____ Date _____
LAST FIRST MIDDLE INITIAL

Have you ever used a different name (maiden or alias)? If so, specify the name _____

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? _____ E-mail address _____

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, 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/UNIVERSITY & Location _____

U. S. MILITARY RECORD

Service Branch _____ Date Entered _____ Date Discharged _____ Final Rank _____

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 who have first-hand knowledge of your character and personality.

Name and Position	Address	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 resumé 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.
