

I-C

Have you ever been discharged or disciplined by an employer for theft, sexual harassment, disruptive behavior, using or possessing a weapon on company premises, and/or using or possessing drugs or illegal substances? Yes No if yes, provide date(s) and details: _____

Have you ever been convicted, pled guilty or received deferred adjudication for a felony or misdemeanor that resulted in imprisonment or court ordered probation? Yes No

If yes, explain in concise detail on a separate sheet of paper the dates and nature of the offense(s), the name(s) and location(s) of the court(s), and the disposition of the case(s).

NOTE: A conviction may not disqualify you, but a false statement will.

II-A. EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 +

Did you receive a GED? Yes No

High School: _____ City/State: _____

College/University: _____ City/State: _____
Hours Completed: _____ Years: _____ Degree: _____

College/University: _____ City/State: _____
Hours Completed: _____ Years: _____ Degree: _____

Vocational/Technical: _____ City/State: _____
Hours Completed: _____ Years: _____ Degree: _____

If a license, certificate, or other designation is required or related to the position that you are applying for, please list:

License Certification	Date Issued	Issued by	License No.	Location of issuing authority

MILITARY SERVICE (A copy of your DD214 may be required)

Military Branch: _____ Dates of Service (from/to): _____

II-B SKILLS

List all skills/qualifications you possess and machines and office equipment you can operate (i.e. calculators, printers, copiers, computers, types of software and hardware, etc.)

Office Equipment	Software/Hardware	Other Equipment

Do you speak a language other than English? Yes No if yes, what language(s) do you speak?

Language: _____ Language: _____

Fluency	Speak	Read	Write	Fluency	Speak	Read	Write
Fair				Fair			
Good				Good			
Excellent				Excellent			

III. EMPLOYMENT HISTORY/WORK EXPERIENCE FOR LAST 10 YEARS

Begin with most current position. Include experience in the U.S. Military and self-employment. Give a brief summary of the technical and/or managerial responsibilities of each position you have held. For supervisory/managerial positions, indicate the number of employees supervised. If you need additional space, you may use a separate sheet of paper.

Employer: _____ / _____
Phone

Address: _____
City State/Zip Code

Job Title: _____ From: _____ To: _____

Name of Immediate Supervisor: _____

Compensation: Beginning: \$_____ Ending: \$_____ May we contact employer: Yes No

Summarize nature of work performed and responsibilities:

Reason(s) for Leaving: _____

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III. Work Experience (Cont'd)

Employer: _____ / _____
Phone

Address: _____
City State/Zip Code

Job Title: _____ From: _____ To: _____

Name of Immediate Supervisor: _____

Compensation: Beginning: _____ Ending: _____ May we contact employer: Yes No

Summarize nature of work performed and responsibilities:

Reason(s) for Leaving: _____

Employer: _____ / _____
Phone

Address: _____
City State/Zip Code

Job Title: _____ From: _____ To: _____

Name of Immediate Supervisor: _____

Compensation: Beginning: \$_____ Ending: \$_____ May we contact employer: Yes No

Summarize nature of work performed and responsibilities:

Reason(s) for Leaving: _____

Continued on following page

III. Work Experience (Cont'd)

Employer: _____ / _____
Phone

Address: _____
City State/Zip Code

Job Title: _____ From: _____ To: _____

Name of Immediate Supervisor: _____

Compensation: Beginning: \$ _____ Ending: \$ _____ May we contact employer: Yes No

Summarize nature of work performed and responsibilities:

Reason(s) for Leaving: _____

IV. MINISTRY EXPERIENCE

If you are applying for a pastoral team member or pastoral teaching position, please answer the following questions:

Are you Roman Catholic? Yes No if yes, have you previously held a ministry position in either a parish, Catholic School/Institution or other Diocese? Yes No If yes, describes the ministry you performed (youth ministry, catechetical ministry, campus ministry, etc.).

What is your preferred image of Church? Why?

What is your vision of ministry in the Catholic Church? _____

What specific gifts do you bring as a minister/potential minister to this position? _____

V. REFERENCES

List three business references and two personal references, other than relatives, who know you well enough to give information about you. Please attach letters of recommendation to this application.

PROFESSIONAL REFERENCES

NAME	PHONE	ADDRESS	YEARS KNOWN

PERSONAL REFERENCES

NAME	PHONE	ADDRESS	YEARS KNOWN

VI. ACTIVITIES

Hobbies or interests: _____

Special Honors, Awards, recognition received, etc. _____

Please read these statements carefully and indicate your understanding and acceptance by signing in the space provided.

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment I will be required to provide legal proof of authorization to work in the United States.
- I understand that I grant permission for the Mexican American Catholic College to verify the information I have listed.
- I hereby authorize the Mexican American Catholic College to conduct a criminal background check on me and I understand that this report will be for a criminal history on me.
- I understand that, if an inquiry is made, the nature and scope of the information will be supplied to me upon written request.
- If I am employed at the Mexican American Catholic College, I agree to abide by and comply with all rules of the Mexican American Catholic College.
- I fully understand and agree that, if I am employed, my employment is for no definite period of time and may be terminated at any time by either the Mexican American Catholic College or me.
- I fully understand that the Mexican American Catholic College is a 501(c) (3) not-for-profit organization and under Texas Unemployment Compensation Act, Sec. 201.066, MACC is exempt from participating in the Unemployment Compensation.

Applicant signature: _____ Date: _____

Date application received: _____ Received by: _____

(Rev. 02/09)