

**Diocese of Norwich**  
**Office for Safe Environments**  
**Forms for MINOR Employees**

Employee Name: \_\_\_\_\_

Parish/School/Institution Name \_\_\_\_\_

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

Employment Application (3 pages/ sign and date) \_\_\_\_\_

Proofread Forms for Completeness \_\_\_\_\_

*Incomplete, undated or unsigned forms will be returned to you, thereby delaying processing.*

Make Copies for Parish/School/Institution's Records \_\_\_\_\_

*I, \_\_\_\_\_, have read the brochures entitled "Nine Things Teenagers Can Do to Help Create and Maintain Safe Environments at Church and School" and "Recognizing and Setting Boundaries". Dated \_\_\_\_\_*

**PLEASE RETURN THIS CHECKLIST WITH EACH MINOR EMPLOYEE PACKAGE**

**(MINOR EMPLOYEES ARE UNDER THE AGE OF 18, or STILL IN HIGH SCHOOL)**

**REVISED January 2017**

**Diocese of Norwich  
Employment Application**

Parish/School/Institution: \_\_\_\_\_ Town/City: \_\_\_\_\_  
Position Applying for: \_\_\_\_\_

The Diocese of Norwich, the Parishes and Catholic Institutions within the Diocese, are equal opportunity employers, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability, history of past or present mental disorder, intellectual disability, learning disability, or physical disability, including but not limited to blindness.

Under the Immigration Reform and Control Act of 1986, federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within that required time shall result in immediate employment termination.

**Applicant**

Name: \_\_\_\_\_  
Last First Middle Maiden (if applicable)

Address: \_\_\_\_\_  
Street City State Zip Code

Are you over the age of 18? \_\_\_\_ Yes \_\_\_\_ No

If no, federal law requires that your employment is subject to verification of minimum legal age by age certificate or work permit.

Phone: \_\_\_\_\_  
Home Business

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Do you have the legal right to live and work in the US? \_\_\_\_ Yes \_\_\_\_ No

If not a US citizen, federal law requires that you provide proof that you can be legally employed in the US (INS Forms 1-15, 1-94, 1-551, etc. If hired, proof of identity and authorization to work in the US will be required within three days.

**Education**

**High School:**

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

**College:**

\_\_\_\_\_  
Name Address Degree

\_\_\_\_\_  
Name Address Degree

\_\_\_\_\_  
Name Address Degree

**Diocese of Norwich/ Employment Application (continued)**

**Employment History** - Beginning with the most recent, list all current and previous employers for the past five years.

**Employers:**

Company Name	Address	Phone Number	Dates of Employment	Reason for Leaving

**IMPORTANT: Applicants should NOT provide an answer to the following question until *after* being provided notice of hire.**

*Have you ever been found guilty or convicted of a criminal offense (other than minor traffic violations)?*                           **YES**                           **NO**

If yes, attach a written summary of all criminal convictions and dates thereof. The Diocese of Norwich will not unlawfully deny employment to applicants who have criminal records and will conform to the requirements of C.G.S. § 46a-80. Special Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to C.G.S. §§ 46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. §46b-146), an adjudication as a youthful offender (C.G.S. § 54-76o), a criminal charge that has been dismissed or nolleed, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-142a).

**References**

May we contact your present employer regarding your qualifications and work performance?             Yes             No

Please give the names of at least three people, other than relatives, who are familiar with your character, job qualifications and work performance, to provide information about you. Be sure to include a complete address and telephone number for each reference.

Reference #1

\_\_\_\_\_

Name                                  Address                                  Phone Number

Reference #2

\_\_\_\_\_

Name                                  Address                                  Phone Number

Reference #3

\_\_\_\_\_

Name

Address

Phone Number

**Diocese of Norwich/ Employment Application (continued)**

**CERTIFICATION:**

***Read this application and your answers CAREFULLY before signing.***

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers, and that the entries above made by me are true, complete and correct to the best of my knowledge and belief. I understand that non-compliance with this certification will result in rejection of my application or, if I am already employed, immediate discharge from employment. I agree to execute any releases necessary to permit the release to the Diocese of Norwich, the Parish or other Catholic institution to which I am applying for employment, information regarding prior employment, medical, judicial and law enforcement records and information pertinent to matters addressed in this questionnaire.

I understand that no person is authorized to enter into any written or verbal employment contract on behalf of the Diocese of Norwich without the express written consent of the Bishop. I understand my employment is at will.

I also understand that the Diocese of Norwich, the Parishes and Catholic Institutions within the Diocese, have *ZERO TOLERANCE FOR ABUSE* and take all allegations of abuse seriously. I further understand that the Diocese of Norwich, the Parishes and Catholic institutions within the Diocese, cooperate fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

I agree that if I am hired, I will abide by the provisions of the Sexual Misconduct Policy, Pastoral Code of Conduct and the Electronic Communications, Internet and Computer Use Policy of the Diocese of Norwich.

I also agree, subsequent to employment, to self report all criminal arrests and Child Protective Service investigation.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

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***Applicant please note:***

***Date of Birth to be filled in after hire.***

**Date of Birth:** \_\_\_\_\_

**Month      Day      Year**