



ONE CHURCH
ENCOUNTERING JESUS
EQUIPPING DISCIPLES
LIVING MERCY

Certificated Administrative
 Application Form
 Rev. Jan. 2023

APPLICATION FOR EMPLOYMENT

For use in Archdiocesan Parishes and Schools

**Kindly complete this application and return it with your resume to the parish or school to which you are applying.
 An incomplete application will eliminate your candidacy.**

PERSONAL INFORMATION

Date _____

NAME: _____
First Middle Last

ADDRESS: _____
Street City State ZIP

PHONE: _____ EMAIL: _____

POSITION FOR WHICH YOU ARE APPLYING: _____

Please list any former names you have used _____

Religious Affiliation _____ Practicing Catholic Yes _____ No _____

Parish _____

TEACHING CERTIFICATE

Please copy information directly from the certificate. If you have not received your certificate, please indicate expected areas of endorsement.

Do you hold a valid Nebraska Administrative Certificate? Yes _____ No _____

If yes, please complete the next two lines.

Type _____ Certificate Number _____ Expiration Date _____ Degree _____

Other Endorsements _____

If responding no, do you qualify to receive a Nebraska Certificate? Yes _____ No _____

If no, explain why not? _____.

If yes, has one been applied for? _____ Date submitted _____

Certified in another state? Yes _____ No _____ What state? _____



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For each question below, circle your answer.

Are you authorized to work in the United States without company sponsorship?	Yes	No
Have you applied for employment here before? When? _____	Yes	No
Have you ever been employed by the Archdiocese, any Catholic parish or school, or other Catholic agency? Where and when? _____	Yes	No

Do you understand that, if hired, you will be expected to act in ways which are consistent with Catholic Church doctrine and teachings?	Yes	No
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For each question below, circle your answer.

If you answer "Yes" for any of the below, please explain on reverse side or attach additional sheets.

Please note that an affirmative answer does not automatically disqualify you from being considered for employment.

Have you ever been convicted of a crime (including driving while impaired or its equivalent, but excluding minor motor vehicle offenses)?	Yes	No
Has your volunteer service ever been terminated by any parish, school, agency, or organization?	Yes	No
Have you been convicted of physical or sexual abuse, neglect, harassment, or sexual misconduct in any form?	Yes	No
Have your parental rights ever been terminated or have you ever been subject to any court order involving allegations of sexual, physical, or verbal abuse of a minor?	Yes	No

I certify with my signature below that all of the information provided in this application is true and complete the best of my knowledge. No requested information has been concealed.

Signature of Applicant (use a digital signature or type your name as your signature)

Date

Please attach a list of references and your resume or detailed employment information to this application.

It should include the following:

Education

- Schools
- Degrees

Past Employment

- Employers/Contacts
- Positions Held
- Dates of Employment

Volunteer Experience

- Organizations
- Position
- Contact/Supervisors

The Archdiocese of Omaha is an equal opportunity affirmative action employer and does not unlawfully discriminate on the basis of race, national origin, color, sex or age. It is our intention that all applicants be given an equal opportunity and that selection decisions are based on job-related factors.