



**Archdiocese of Agana**  
 196 Cuesta San Ramon, Ste. B, ■ Hagåtña, GU 96910  
 Tel: (671)472-6116  
 Fax: (671)477-3519

# APPLICATION FOR EMPLOYMENT

DATE:

**CONTACT INFORMATION**

LAST NAME  FIRST NAME  MIDDLE NAME  SUFFIX   
 STREET ADDRESS  CITY  STATE  ZIP CODE   
 EMAIL ADDRESS  MOBILE NO  ALTERNATE PHONE

**POSITION SOUGHT:** *(Please list all that apply)*

- Full Time       Part Time  
 Parish           School  
 Chancery         Others

LOCATION:

PLEASE SPECIFY:

When are you available to begin employment?

Please indicate salary requirements:

*As a condition of employment a criminal background check is required. Employment is contingent upon results of individual criminal background checks and reference checks.*

**EDUCATION**

SCHOOL ATTENDED	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE	CREDITS /DEGREE	MAJOR/MINOR
High School					
Undergraduate School					
Graduate School					
Graduate School area (s) of concentration/ Certification & Licenses if Any:					
Equipment Experience and Software (If Applicable to the position) Example: Computer Skills, office machines, etc.)					

**PROFESSIONAL EXPERIENCE** *(Start from most recent employment)*

JOB TITLE  FROM  TO   
 NAME & ADDRESS OF EMPLOYER   
 NAME OF SUPERVISOR  TITLE  PHONE NO:   
 REASON FOR LEAVING  BEG. SALARY:  END SALARY:   
 DESCRIPTION OF DUTIES

JOB TITLE  FROM  TO   
 NAME & ADDRESS OF EMPLOYER   
 NAME OF SUPERVISOR  TITLE  PHONE NO:   
 REASON FOR LEAVING  BEG. SALARY:  END SALARY:   
 DESCRIPTION OF DUTIES

JOB TITLE  FROM  TO   
 NAME & ADDRESS OF EMPLOYER   
 NAME OF SUPERVISOR  TITLE  PHONE NO:   
 REASON FOR LEAVING  BEG. SALARY:  END SALARY:   
 DESCRIPTION OF DUTIES

May we contact your current employer at this time?  YES  NO

Are you able to perform the specific job related functions in the job for which you are applying?  YES  NO

Are you legally eligible to work in the U.S.?  YES  NO

**ADDITIONAL INFORMATION**

1. Have you ever had your volunteer services or employment terminated by any parish, schools, or institution  YES  NO  
If yes, please location: \_\_\_\_\_ Dates: \_\_\_\_\_
2. Have you ever served as a volunteer in the Archdiocese of Agana?  YES  NO  
If yes, please location: \_\_\_\_\_ Dates: \_\_\_\_\_
3. Do you have relatives currently working in the Archdiocese?  YES  NO  
If yes, please location: \_\_\_\_\_ Dates: \_\_\_\_\_

**REFERECENSES:** Give name, address, and telephone number/email of references who are not related to you and are not previous employers.

NAME	ADDRESS	EMAIL ADDRESS	TELEPHONE

**AFFIDAVITS AND RELEASES (Please read and sign the following:)**

- (A) Have you ever been charged with, accused of, or convicted of child abuse? Yes \_\_\_ No \_\_\_ If yes, please explain in the notes section at end of document.  
I understand that the Archbishop of the Archdiocese of Agana in G takes all allegations of abuse seriously. I further understand that the Archdiocese cooperates fully with the authorities to investigate all cases of alleged abuses. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.
- (B) Have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_ If yes, please explain in the notes section at end of document.  
A conviction record is not necessarily a bar to employment. Each application will be considered individually, taking into account the nature and seriousness of the offense, how long ago it occurred, and rehabilitation. Do not answer yes if the conviction has been expunged or pardoned.
- (C) I certify that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for termination if discovered at a later date.  
I hereby grant permission to the Archdiocese and related entities to investigate my background, qualifications and references and to release this application and related information to the appropriate search committees and prospective employers within the Archdiocese of Agana in Guam. I hereby release from liability the Archdiocese, related entities, and their agents from liability in connection with investigating and evaluating my application and sharing the information as described above.  
I also hereby give permission for the Archdiocese to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment. I have also read and understood the above stated information within this release and am signing below of my own free will.  
I authorize persons, schools, current employer and previous employers, and organizations named in this application to provide the Archdiocese of Agana in Guam with any relevant information that may be required. I further release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

**My signature indicates that I have read and understand the above.**

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicants Received and Reviewed By

\_\_\_\_\_  
Date

FOR HUMAN RESOURCE DEPT. USE ONLY						
Interviewed By:						
Remarks:						
Hired		Dept:		Position		Salary Wages
Approved by:	1 _____		2 _____		3 _____	