

**DIOCESE OF CHARLESTON  
APPLICATION FOR EMPLOYMENT**

Location: \_\_\_\_\_

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

The Diocese of Charleston is an **EQUAL OPPORTUNITY EMPLOYER** and does not discriminate based on race, color, sex, age, national origin, disability as defined by the Americans With Disabilities Act or status as a Vietnam Era veteran. While there are some positions for which being a practicing Catholic is a bona fide occupational qualification, the Diocese does not illegally discriminate on the basis of religion.

**I. PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last First MI Social Security Number

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

Home Phone: \_\_\_\_\_ Are you under 18 yrs of age? \_\_\_\_\_

Previous Addresses and Dates of Residence (If at present less than seven years):

\_\_\_\_\_  
\_\_\_\_\_

Have you EVER resided in any other states or territories within the United States other than those listed above? *Please circle one:* Yes No

If yes, please list those states or territories: \_\_\_\_\_

Please list any other names, including maiden names, names by previous marriages, "nicknames", aliases, etc., by which you have ever been known:

\_\_\_\_\_

Have you ever applied to the Diocese of Charleston for a job? *Please circle one:* Yes No

If yes, what job and when: \_\_\_\_\_

Do you have any relatives employed by the Diocese of Charleston or any of its parishes or schools?: \_\_\_\_\_ If yes, provide details? \_\_\_\_\_

Position desired: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_

Status Desired: Full Time Part time Per Diem Earliest Start Date: \_\_\_\_\_

**II. EDUCATION**

<u>Name</u>	<u>Address</u>	<u>Major</u>	<u>Graduate/Degree/Yr</u>
High School			
College/Tech/BusSch			
Graduate School			
Other (Specify)			

CERTIFICATIONS HELD: \_\_\_\_\_  
Date State Type

Are you currently in school? \_\_\_\_\_ If yes, where? \_\_\_\_\_

### III. EMPLOYMENT HISTORY

INSTRUCTIONS: Starting with your current employment, list in reverse order your past seven years of employment or if at one job for the last seven years, your last four positions held. Please note any extended periods of non-employment. (more than six (6) months).

1) Employed By: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

From:(Mo./Yr.) \_\_\_\_\_ To:(Mo./Yr.) \_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_

Description of job/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_

2) Employed By: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

From:(Mo./Yr.) \_\_\_\_\_ To:(Mo./Yr.) \_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_

Description of job/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_

3) Employed By: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

From:(Mo./Yr.) \_\_\_\_\_ To:(Mo./Yr.) \_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_

Description of job/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_

4) Employed By: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

From:(Mo./Yr.) \_\_\_\_\_ To:(Mo./Yr.) \_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_

Description of job/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_

**IV. SPECIAL SKILLS**

Do you speak any foreign languages? If yes, are you fluent in speech and writing?  
\_\_\_\_\_  
\_\_\_\_\_

List any computer skills including software experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any relevant accomplishments, qualifications and/or volunteer experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in working for the Diocese of Charleston? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. REFERENCES**  
Please provide a minimum of three

NAME	ADDRESS	TELEPHONE

**VI. MISCELLANEOUS**

Have you ever been convicted of or pled guilty or no contest to a crime (felony or misdemeanor) other than a minor traffic violation? \_\_\_\_\_ If yes, please explain in detail and give disposition of case (a yes response does not necessarily mean applicant will not be considered for hire): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a civil complaint (including internal complaints given to management or supervisors at places of employment) or a criminal complaint ever been filed against you which alleged physical or sexual abuse, neglect, or misconduct by you or your participation or facilitation of such activities? \_\_\_\_\_ If yes, please explain in detail and give disposition of case (a yes response does not necessarily mean applicant will not be considered for hire): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ CAREFULLY AND SIGN**

I hereby certify that to the best of my knowledge the information presented in this application is true and complete. My permission is given for contact to be made for references with employers listed herein, except where specifically indicated to the contrary. I also understand that employment is contingent upon a thorough reference and background screen by an outside professional screening company named by the Diocese of Charleston. I further understand that an offer of employment shall not be conditionally or formally extended unless I agree to this background screen by signing an employment inquiry release.

I also understand that if hired, neither this application nor any related policies, procedures, or practices of the employer shall create an implied or explicit contract for employment or promise of continued employment. Employment in the Diocese of Charleston is “at will” or voluntary by the employer and employee. This means employment may be terminated by either party at any time with or without notice or reason. The only exceptions to the employment at will arrangement are those limited situations in which professional educators have written annual contracts that are approved by the Diocesan Department of Christian Formation and Education.

I understand that any misrepresentation or falsification can be grounds for refusal of employment. I further understand that if employed, any false statements or misrepresentations contained herein or in conjunction with the application process may be cause for dismissal.

Please check one:      You may make contact with my present employer: \_\_\_\_\_  
                                  You may not make contact with my present employer: \_\_\_\_\_  
                                  I am not employed at this time: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

8/98  
10/98  
02/03

## EMPLOYEE DATA CHANGE FORM

**Section I – EMPLOYEE INFORMATION – Include Employee Name, SSN Complete only the sections that are changing**

Name		Date of Birth		Location Name	
Social Security #		Date of Hire		Location Code	
Home Address		d Church		Location Coordinator	
City/State/Zip Code		d School		Location Telephone #	
Telephone #		Previous Location			

DATE OF CHANGE: \_\_\_\_\_  Active Participant  Inactive Participant

**Section II – NEW SALARY DEFERRAL**

%	<p><b>Salary Contribution: 0% - 100% (whole numbers only) up to dollar maximum for calendar year.</b>  <i>Note: Effective 1<sup>st</sup> day of quarter following request of change</i></p>
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**Section III – CHANGE OF BENEFICIARY DESIGNATION (To be completed by 403(b) participant)**

Identify Name of Beneficiary: \_\_\_\_\_

If you have been married for one or more years, by law your spouse is automatically your primary beneficiary and therefore you should specify below your spouse as your primary beneficiary. To elect someone other than your spouse, please contact your local Location Coordinator for the necessary form. Unless stated otherwise, when multiple Beneficiaries are designated, payments will be made in equal shares to those in that class who survive the Participant.

Primary: X _____	Relationship: _____	Date: _____
Secondary: X _____	Relationship: _____	Date: _____

**Section IV – EMPLOYEE'S SIGNATURE**

Employee's Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

**ENROLLMENT FORM**

**Section I – EMPLOYEE INFORMATION – You *must* complete all information in this section**

Name		Date of Birth		Location Name	
Social Security #		Date of Hire		Location Code	
Home Address		<input type="checkbox"/> Church		Location Coordinator	
City/State/Zip Code		<input type="checkbox"/> School		Location Telephone #	
Telephone #		Previous Location:			

**Section II – SALARY DEFERRAL**

%	Salary Contribution: 0% - 100% (whole numbers only)
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**Section III – INVESTMENT ELECTIONS**

In the absence of a fund allocation election, your salary deferral contributions will be defaulted to a fund selected by your employer.

%	American Cash Management	This fund seeks to earn income while keeping the principal stable. This fund is invested in High Quality Commercial paper, Bank Instruments, such as CDs.
%	MFS Bond Fund	Seeks current income consistent with the preservations of capital.
%	Evergreen Allocation	This fund is invested in common stocks, preferred stocks and corporate bonds. This fund seeks long-term growth of capital and reasonable current income.
%	Washington Mutual Investors (Large Cap Value)	Seeks long-term capital appreciation. Investing in diversified portfolio of securities of large cap companies, considered under-valued with consistent earnings growth and are market leaders.
%	Invesco S&P 500	Seeks to match the total return performance of the S&P 500 composite Stock Index by investing in all 500 of the stocks in the index.
%	Catholic Equity	This fund invests in common stock of mid-sized U.S. companies that do not contribute to the practices of abortion, alcohol, tobacco or gambling.
%	American Growth	This fund invests in common stock of small to mid-sized U.S. companies. This fund seeks long-term growth of capital at a rate in excess of the Standard & Poor's 500 Stock Index.
%	Franklin Small-Mid Cap Growth	Seeks capital appreciation by investing primarily in stocks of small companies.
%	Mutual Discovery (World Fund)	This fund is invested in stocks of companies throughout the world. At least 65% of this fund is invested in stock issued by foreign companies. This fund seeks long-term capital appreciation.
%	Europacific Growth	Seeks long-term growth of capital by investing in companies based outside the U.S. Invests primarily in companies located in Europe and the Pacific Basin.
<b>100%</b>	<b>Total</b>	

**Section IV – BENEFICIARY DESIGNATION**

If you have been married for one or more years preceding this election, by law your spouse is automatically your primary beneficiary and therefore you should specify below your spouse as your primary beneficiary. To elect someone other than your spouse, please contact your Location Coordinator. Unless stated otherwise, when multiple Beneficiaries are designated, payments will be made in equal shares to those in that class who survive the Participant.

Primary:	X _____	Relationship:	_____
Secondary:	X _____	Relationship:	_____

*If marital status changes, please see your Location Coordinator for appropriate forms.*

**Section V – ELECTION TO PARTICIPATE**

<input checked="" type="checkbox"/> I elect to Participate	<input type="checkbox"/> I elect <u>not</u> to Participate
Employee's Signature: X _____	Date: _____

Return this Form to the following and retain a copy for your personnel files:

Stanley, Hunt, DuPree & Rhine, Inc.  
 Attn: Defined Contribution Department  
 PO Box 14967  
 Greensboro, NC 27415-4967  
 Telephone: (336) 273-9492

**NOTE: This Form MUST be fully completed or it will be not be processed and will be returned.**