



ACADEMY
1112 Cherry Heights Rd.
The Dalles, Oregon 97058

_____ Parish/Location

EMPLOYMENT APPLICATION

Date: _____

Last Name: _____ First Name: _____ Middle: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number (work) _____ (home) _____ (cell) _____

E-Mail Address: _____ Contact Preference: Phone E-Mail

GENERAL INFORMATION

Position applied for: _____

Available to work: Full-time ___ Part-time ___ Temporary ___

Days and hours available: _____

If you are under 18, can you provide required proof of your eligibility to work? Yes ___ No ___

Religious affiliation: _____

Have you ever worked or volunteered for the Roman Catholic Church or a similar organization? Yes ___ No ___

If yes, where? _____

How did you learn about us? Advertisement ___ Walk-in ___ Relative ___ Other ___

EDUCATION

Name & Address of School	Major	Minor	Number of Years Completed	Degrees
High School:				
College:				
Other(Specify)				

- Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for:

2. Why do you want to be considered for employment here?

3. Please list any job-related professional trade, business, civic activities, organizations, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, sex, age, marital status, or disability.)

4. Are you able to perform all the essential functions of the job you are applying for? Yes _____ No _____
If no, please explain:

5. Are you a veteran of the US military services? Yes _____ No _____
If yes, please state branch of service: _____

6. Have you ever been convicted of a crime? Yes _____ No _____
(A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)

7. Are you currently charged with a crime and awaiting trial? Yes _____ No _____
If yes to #6 or #7, please explain:

8. Does the position you are applying for involve working with or around children? Yes _____ No _____
If yes, have you ever been the subject of allegations related to misconduct with children? Yes _____ No _____
If yes, please explain:

REFERENCES

Please provide the names of at least 3 people you have known for over 2 years who are not related to you:

Name	Telephone	Years Known
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

EMPLOYMENT HISTORY

Please list your present and past work experience for the last ten years beginning with your current job. You may include volunteer activities/positions. An additional page may be attached if necessary.

Name of Employer: _____ Telephone: () _____

Address: _____ Employment Dates: _____ Rate of Pay _____
(Street, City & State) From: To: Start: Final:

Position: _____ Supervisor: _____ OK to Contact? Yes ___ No ___

Description of Duties: _____

Reason for Leaving: _____

Name of Employer: _____ Telephone: () _____

Address: _____ Employment Dates: _____ Rate of Pay _____
(Street, City & State) From: To: Start: Final:

Position: _____ Supervisor: _____ OK to Contact? Yes ___ No ___

Description of Duties: _____

Reason for Leaving: _____

Name of Employer: _____ Telephone: () _____

Address: _____ Employment Dates: _____ Rate of Pay _____
(Street, City & State) From: To: Start: Final:

Position: _____ Supervisor: _____ OK to Contact? Yes ___ No ___

Description of Duties: _____

Reason for Leaving: _____

Name of Employer: _____ Telephone: () _____

Address: _____ Employment Dates: _____ Rate of Pay _____
(Street, City & State) From: To: Start: Final:

Position: _____ Supervisor: _____ OK to Contact? Yes ___ No ___

Description of Duties: _____

Reason for Leaving: _____

INFORMATION CERTIFICATION

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and I agree to have any of the statements checked by the prospective employer, parish, institution, or facility (employer) unless I have indicated to the contrary. I authorize the references listed previously, as well as all other individuals listed, to provide any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Archdiocesan representative, any of its agents, or employees. I understand that any misrepresentation, falsification or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of the employer.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without notice. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I also understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States, as well as successful completion of a background check.

Signature of Applicant

Date



PASTORAL OFFICE
DIocese of BAKER
PO BOX 5999 - BEND, OREGON 97708

PHONE—(541)388-4004
FAX—(541)388-2566
www.dioceseofbaker.org

Code of Conduct for Ministry with Children and Youth

Our children are the most important gifts God has entrusted to us.
As a staff member or volunteer, I promise to strictly follow the rules and guidelines
in this Pastoral Code of Conduct as a condition of my providing services to children and youth.

Section One: Affidavit

As a staff member or volunteer, I will:

- Exhibit the highest Christian ethical standards and personal integrity.
- Conduct myself in a manner consistent with the discipline and teachings of the Catholic Church.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Complete training in the Diocesan mandated *Darkness to Light* program.
- Avoid situations where I am alone with an individual child or young person at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor.
- (If I am a mandatory reporter of child abuse in the State of Oregon) Report suspected abuse to the appropriate civil authorities.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a staff member or volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering in the presence of children and/or youth.
- Use, possess, or be under the influence of illegal drugs at any time.
- Purchase, download, possess, or distribute pornography.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or any other inappropriate manner.
- Use any discipline that humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.



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Section Two: Suitable & Unsuitable Behavior and Touching of Children and Youth

Because it would be impossible to compile a comprehensive list of specific acts constituting Sexual Misconduct, we must use common sense, guided by the principles set forth in this Code of Conduct, to direct our behavior.

All staff members and volunteers must be alert to avoid any type of contact with children that might lead to misunderstandings, or be misconstrued or misinterpreted by reasonable people.

The National Federation for Catholic Youth Ministry (www.nfcym.org) provides the following list of appropriate and inappropriate touching in their policies for protecting young children.

The following behaviors are generally considered *suitable* at a child or youth event:

- Side hugs (shoulder to shoulder)
- Pats on the back or top of head
- Handshakes
- “High-fives” and hand slapping
- Verbal praise for a job well-done (not regarding physical attributes)
- Touching hands, faces (usually in context of a blessing), shoulders, and arms of minors
- Arms around shoulders
- Holding hands while walking with young children
- Sitting beside younger minors
- Kneeling or bending down for hugs with younger minors
- Holding hands during prayer

The following are *unsuitable* touching of a child or youth:

- Unsuitable or lengthy embraces
- Kisses on the mouth
- Holding children on the lap who are capable of sitting by themselves
- Touching bottoms, legs, knees, chests, or genital areas
- Wrestling
- Tickling
- Piggyback rides
- Any type of massage



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I acknowledge that I have read and agree to comply with the Code of Conduct for Ministry with Children and Youth.

I understand that any action on my part inconsistent with Code of Conduct, or failure to take action mandated by them, may result in removal from my position.

I also understand this Code of Conduct does not abrogate or replace any other obligations that I have under any applicable law, guideline, policy or regulation.

I acknowledge that I have been given the Diocese of Baker "Internet Resources Policies and Best Practices" document and agree to comply with all policies as set forth in said document.

Staff Member or Volunteer's Printed Name

Date of Birth

Staff Member or Volunteer's Signature

Date

Parish Name

Parish City