



# DIOCESE OF BRIDGEPORT

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OFFICE OF THE  
SUPERINTENDENT  
OF SCHOOLS

HUMAN RESOURCES  
FOR SCHOOLS

## SCHOOL EMPLOYMENT APPLICATION

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NAME \_\_\_\_\_  
LAST (MAIDEN) FIRST MIDDLE

ADDRESS \_\_\_\_\_  
STREET ADDRESS APT.

CITY STATE ZIP CODE S.S.#: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PREFERRED TELEPHONE \_\_\_\_\_  MOBILE  HOME  OTHER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

### DESIRED POSITION AND WORK REQUIREMENTS

WHAT POSITION ARE YOU APPLYING FOR? \_\_\_\_\_

ARE YOU APPLYING TO WORK AT A SPECIFIC SCHOOL?  YES  NO IF YES, WHICH SCHOOL/TOWN: \_\_\_\_\_  
IF NO, WHAT GEOGRAPHICAL AREAS DO YOU PREFER? \_\_\_\_\_

CURRENT SALARY: \_\_\_\_\_ DESIRED SALARY \_\_\_\_\_

RELIGIOUS AFFILIATION: \_\_\_\_\_ PARISH: \_\_\_\_\_ CITY: \_\_\_\_\_

TECHNOLOGY SKILLS - PLEASE CHECK ALL PROGRAMS YOU ARE PROFICIENT IN  WORD  EXCEL  OUTLOOK  OTHER \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES?  YES  NO IF NO, ARE YOU AUTHORIZED TO WORK IN THE US?  YES  NO

REFERRAL SOURCE (HOW DID YOU HEAR ABOUT US)? \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY THE DIOCESE OF BRIDGEPORT PRIOR TO THIS APPLICATION?  YES  NO

IF YES, IN WHAT CAPACITY AND WHEN? \_\_\_\_\_

DO YOU HAVE RELATIVES OR FRIENDS WORKING FOR THE DIOCESE OF BRIDGEPORT OR ANY OF ITS AFFILIATES?  YES  NO

IF YES, NAME/ORGANIZATION: \_\_\_\_\_

### WORK EXPERIENCE: LIST MOST RECENT POSITIONS FIRST. USE REVERSE FOR MORE SPACE

POSITION \_\_\_\_\_ DATES EMPLOYED \_\_\_\_\_

COMPANY/ORGANIZATION \_\_\_\_\_ ADDRESS \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

POSITION \_\_\_\_\_ DATES EMPLOYED \_\_\_\_\_

COMPANY/ORGANIZATION \_\_\_\_\_ ADDRESS \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

POSITION \_\_\_\_\_ DATES EMPLOYED \_\_\_\_\_

COMPANY/ORGANIZATION \_\_\_\_\_ ADDRESS \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**EDUCATION: LIST MOST RECENT STUDY FIRST. USE REVERSE FOR MORE SPACE.**

SCHOOL NAME \_\_\_\_\_ CITY/STATE \_\_\_\_\_

COURSE OF STUDY \_\_\_\_\_ YEAR OF GRADUATION \_\_\_\_\_ DEGREE EARNED \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_ CITY/STATE \_\_\_\_\_

COURSE OF STUDY \_\_\_\_\_ YEAR OF GRADUATION \_\_\_\_\_ DEGREE EARNED \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_ CITY/STATE \_\_\_\_\_

COURSE OF STUDY \_\_\_\_\_ YEAR OF GRADUATION \_\_\_\_\_ DEGREE EARNED \_\_\_\_\_

**PROFESSIONAL ASSOCIATION MEMBERSHIP OR CREDENTIALS EARNED: USE REVERSE FOR MORE SPACE**

ORGANIZATION \_\_\_\_\_

MEMBERSHIP/CREDENTIAL \_\_\_\_\_

**MILITARY SERVICE**

BRANCH \_\_\_\_\_ DATES SERVED \_\_\_\_\_

RANK AT DISCHARGE \_\_\_\_\_ TYPE OF DISCHARGE \_\_\_\_\_

**REFERENCES: PLEASE LIST THREE PROFESSIONAL REFERENCES**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY/ORGANIZATION \_\_\_\_\_ ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY/ORGANIZATION \_\_\_\_\_ ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY/ORGANIZATION \_\_\_\_\_ ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**Notification to Applicant**

An applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-760 and 54-142a; Criminal records subject to erasure pursuant to 46b-146, 54-760 and 54-142a are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which a person has been found not guilty or a conviction for which the person received an absolute pardon and may do so under oath. For more details see Connecticut General Statutes Sections 46b-146, 54-760 and 54-142a.

Any person whose criminal records have been erased pursuant to Connecticut Law shall be deemed to have never been arrested with respect to the proceedings so erased and may so swear under oath.

**DISCLAIMER AND SIGNATURE**

I certify that my all answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application, interview or documents submitted may result in my termination. I understand that the references requested will be communicated on a confidential basis and that any information provided therein will not be shared with me. I further acknowledge that this application is not a contract of employment.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MAIL COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION TO:**

Catholic Schools Human Resources Office  
Diocese of Bridgeport  
238 Jewett Avenue  
Bridgeport, CT 06606  
T: 203-416-1375  
F: 203-372-1961  
E: [HRforSchools@DioBpt.org](mailto:HRforSchools@DioBpt.org)