

Catholic Schools Application

Roman Catholic Diocese of Syracuse

Return completed application to: School, Catholic School Office or Human Resources, 240 East Onondaga St, Syracuse, NY 13202

Last Name	First	Middle	Social Security No.	Date
Is additional information relative to a name change or nickname necessary to check on your work records? If Yes, please explain:				
Present Street Address	City	State	Zip	Daytime Phone ()
				Evening Phone ()
Permanent Address (if different from present address)		State	Zip	Cell Phone ()
				Email Address:
Have you ever been an employee or volunteer at any Diocesan location, including in the Diocese of Syracuse? <input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, give details: _____				Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
When are you available to start working, specify date: _____				
I am an U.S. Citizen or have the legal right to accept employment in the U.S. <input type="checkbox"/> YES <input type="checkbox"/> or <input type="checkbox"/> NO <input type="checkbox"/>				
The Syracuse Diocese requires employees to participate in their Child and Youth Protection Training by attending a VIRTUS training session. Have you ever received VIRTUS training? Yes / No If yes: (when/where?) _____ Please attach a copy of your VIRTUS training card to this application.				
If NOT, register @ www.syracusediocese.org --- once completed, send copy of VIRTUS card to Human Resources.				
---Please send copies of all college & post graduate transcripts---		Years/Credit Hrs. Completed	Minor/Major & Degree Received	Yr. of Graduation/ Name @ Graduation
Name and Location of School				
High School			Degree Earned:	
College			Degree Earned:	
College			Degree Earned:	
Postgraduate School			Degree Earned:	
Other Training			Degree/Certification earned:	

The Catholic Schools of the Diocese of Syracuse are fully committed to fostering an educational community that is free from discrimination based on race, national origin, skin color, disabilities, age, or gender, except as concerns any matter for which there is a statutory or judicially recognized exception for religious institutions. It is the policy of our schools to promote equal opportunity relative to recruitment, employment, training and development as well as the terms and conditions of employment, consistent with the teaching, the doctrine and the Canon Law of the Roman Catholic Church.

EMPLOYMENT ACTIVITIES -

Please list all present and former employment beginning with your present or most recent position. Use additional pages if needed.

Can we contact your Current Employer? YES / NO

Company Organization Name

Phone ()

Address

When (Month & Year)

Position/Grade/Subject:

Paid or Volunteer

From To
Reason for leaving

Duties

Company Organization Name

Phone ()

Address

When (Month & Year)

Position/Grade/Subject:

Paid or Volunteer

From To
Reason for leaving

Duties

Company Organization Name

Phone ()

Address

When (Month & Year)

Position/Grade/Subject:

Paid or Volunteer

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Reason for leaving

Duties

PROFESSIONAL REFERENCES:

(1) Name: _____ Phone No. () - _____ Position: _____

Address: _____

_____ City: _____ State: _____ Zip: _____

(2) Name: _____ Phone No. () - _____ Position: _____

Address: _____

_____ City: _____ State: _____ Zip: _____

(3) Name: _____ Phone No. () - _____ Position: _____

Address: _____

_____ City: _____ State: _____ Zip: _____

NOTE: APPLICANT DOES NOT COMPLETE THIS SECTION**VERIFICATION OF PROFESSIONAL REFERENCES:**

Reference (1): _____ Relation of Applicant: _____

Comments: _____

Would reference rehire this applicant? YES/ NO Administrator's Name: _____ Date: _____

Reference (2): _____ Relation of Applicant: _____

Comments: _____

Would reference rehire this applicant? YES/ NO Administrator's Name: _____ Date: _____

Reference (3): _____ Relation of Applicant: _____

Comments: _____

Would reference rehire this applicant? YES/ NO Administrator's Name: _____ Date: _____

Send or attach to this employment application two written references from people who are not listed as your phone references.

Send or attach a resume/curriculum vitae.

Are you a practicing Catholic? YES / NO Church of Attendance: _____

What is your personal philosophy of Catholic Education?

Certifications:		Please send copies of all certifications.			
State/Agency	Type	Area	Certification Number	Date Issued	Expiration

Why do you wish to be an administrator in the Catholic Schools of the Diocese of Syracuse? (An additional sheet may be attached)

Guiding Principles for Teachers/Administrators in Catholic Schools:

Education is one of the most important missions of the Church. All Catholic School educators continue to share in the mission of the Church "making faith become living, conscious and active through the light of instruction." (To Teach as Jesus Did) "The Catholic School is the most unique setting within which this ideal can be realized. Indeed, Catholic Schools are the most effective means available to the Church for the education of children and young people." (Sharing the Light of Faith)

The success of our Catholic educational system depends upon professional competence and the quality of instruction. It also depends on the dedication and commitment of the educator.

_____ (initial) I have read the guiding principles and I agree that, if employed by a Catholic School in the Diocese of Syracuse, I will teach and act in accordance therewith.

_____ (initial) I understand that the credentials filed in support of this application become the property of the Catholic Schools Office and will not be returned to me.

_____ (initial) I further realize that any material omission or falsification of information provided by me in this application will result in its invalidation.

Have you served in the Armed Forces of the United States? [] YES [] NO

Branch: _____

Period of Active Duty? _____ to _____ Position @ Discharge? _____ Date of Final Discharge: _____

IMPORTANT - All applicants must complete questions I through IV

I. Has a civil complaint ever been filed against you that alleged sexual misconduct or child abuse by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)? YES/ NO

If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint and identify by name and title the person(s) who investigated the complaint.

II. Do you presently serve, or have you ever served, as a volunteer for any organization, entity or group in which you had contact with children or other vulnerable populations (e.g. elderly, mentally or emotionally handicapped, etc.)? YES / NO

If yes, please provide the name, address, and phone number of the organization, period of volunteer service, supervisor's name, and briefly describe your activities and/or duties.

III. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action, for reasons relating to allegations of sexual misconduct or child abuse by you? YES / NO

If yes, please explain. Please include in your explanation the date, nature, and place of the occurrence(s) or allegation(s) and the disposition of the matter(s). Also identify your employer and supervisor at the time by name, address and telephone number.

IV. Have you ever been convicted of a criminal offense (felony or misdemeanor)? YES / NO

If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

NOTE: Any correspondence, interview notes and the results of the criminal background check and reference checks will be filed with this application. The use of this application form by the Diocese or an individual entity in no way indicates that employment is offered or necessarily will be offered by the Diocese of Syracuse. Eligible applicants may be offered employment by the local entity, which is the employer of record.

IMPORTANT: By my signature below, I certify that the information provided in this application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I grant permission to check my background and references and release the Diocese of Syracuse and the Diocesan locations from any and all resultant liability. If welcomed as an employee, I will abide by the "Child and Youth Protection Policy" and the other policies and procedures of the Diocese of Syracuse. I understand that acceptance of an offer does not create any obligation upon the diocese to permit my continuing service.

I further understand that while not all positions are security sensitive, I acknowledge that all employees are required to undergo a criminal background check and "Child and Youth Protection Training."

I will be required to furnish proof of identity in association with the Criminal Background Check.

Signature: _____ **Date:** _____

NEW YORK CORRECTION LAW
ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.