



# FOUNDATION FOR THE DIOCESE OF HELENA

Employment Application

## APPLICANT INFORMATION

Last Name		First		M.I.	Date
Mailing Address				Apartment / Unit #	
City		State	ZIP		
Phone		Alternate Phone			
Email Address					
Position Applied For					
Parish		City		How Long a Member?	

## EDUCATION

### High School

Name		Address			
From	To	Did You Graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Degree / Certification

### College / University

Name		Address			
From	To	Did You Graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Degree / Certification

### Other (Graduate, Vocational, etc.)

Name		Address			
From	To	Did You Graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Degree / Certification

## REFERENCES

Please list three professional references (not related to you).

### Reference 1

Full Name		Relationship			
How Long Known?	Phone		Address		

### Reference 2

Full Name		Relationship			
How Long Known?	Phone		Address		

### Reference 3

Full Name		Relationship			
How Long Known?	Phone		Address		



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## EMPLOYMENT HISTORY

### Most Recent Employer

Company / Organization		Phone	
Address		Supervisor	
Job Title		Starting Salary	Ending Salary
Responsibilities			
From	To	Reason for Leaving	
May we contact this supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

### Previous Employer 1

Company / Organization		Phone	
Address		Supervisor	
Job Title		Starting Salary	Ending Salary
Responsibilities			
From	To	Reason for Leaving	
May we contact this supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

### Previous Employer 2

Company / Organization		Phone	
Address		Supervisor	
Job Title		Starting Salary	Ending Salary
Responsibilities			
From	To	Reason for Leaving	
May we contact this supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## CHURCH / CIVIC / NONPROFIT VOLUNTEER & WORK EXPERIENCE

Please list other recent church, civic, or nonprofit volunteer/work experience.

### Organization 1

Organization Name	Contact	Phone
Duties / Role		

### Organization 2

Organization Name	Contact	Phone
Duties / Role		



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## MILITARY SERVICE

<b>Branch</b>	<b>From</b>	<b>To</b>	
<b>Rank at Discharge</b>	<b>Type of Discharge</b>		
<b>If Other Than Honorable, Please Explain</b>			

## OTHER DOCUMENTS

Please include the following documents with your completed application:

- Resume or Curriculum Vitae**  
A current resume or CV detailing your education, work history, and relevant experience.
- Letter of Interest**  
A statement or cover letter describing why you are interested in this position and how your faith and professional background align with the mission of the Foundation for the Diocese of Helena.

## APPLICANT ACKNOWLEDGMENT, RELEASE & WAIVER

I understand that false statements and/or omissions regarding past conduct and/or present situations are cause for rejection of my application or dismissal from employment or volunteer service.

I agree to observe all guidelines and policies of the Foundation for the Diocese of Helena, Inc. for the position for which I am applying.

I hereby authorize the Foundation for the Diocese of Helena, Inc. to conduct a personal and professional background check for the purpose of my application. I understand that the Foundation may contact references, past and current employers, churches, or organizations where I have previously worked or provided volunteer services; and any other individual or organization that may have information relevant to my application.

I hereby release all of the above stated entities and their agents from any and all liability in connection with providing information and investigating or evaluating my application.

I understand that this application remains current until the position has been filled.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard.

I waive any right that I may have to inspect any information provided about me in connection with this application.

I have read and understood the above information within this release and am signing below of my own free will.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

*The Foundation for the Diocese of Helena is an equal opportunity employer operating in accordance with Catholic teaching and the Foundation's employment policies. Submit completed application and supporting documents to: [foundation@dohmt.org](mailto:foundation@dohmt.org) or P.O. Box 1729, Helena, MT 59624.*