



ARCHDIOCESE OF AGAÑA

OFFICE OF HUMAN RESOURCES

196 Cuesta San Ramon, Ste. B, Hagatña , Guam 96910

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EMPLOYMENT APPLICATION

Thank you for applying for a position at one of the churches, schools or other entities of the Archdiocese of Agaña (AOA). Our chancery and parishes promote fair employment opportunity for all persons in recruitment and hiring. Employment decisions are made based on qualifications that meet the needs of the archdiocese, and not on the basis of race, color, ancestry, national origin, gender, sexual orientation, disability, age, status as a veteran, religion, genetic makeup (except where ordination or religious belief or practice is determined by the archdiocese, in its sole discretion, to be a qualification for a position), or any other characteristic protected by law (Employee Handbook, Section 2.1). All information you provide will be treated confidentially.

Please type or print using black or blue ink when completing this employment application form. The application process for the position you are seeking may require additional documentation to be included as part of this application form. For more information, please refer to the application instructions given by the church, school or other entity announcing a job opening. **Please complete each section of this application even if you are attaching a resume.**

Personal Information

Last Name	First Name (Given Name)	Middle Name	Suffix (ex: Jr., III)	Name Preferred to be Called
Mailing Address		City	State	Zip Code
Mobile Phone	Other Phone	Email Address		

Education

Name of School	Location	# Years Attended	Degree Received	Major

List certificates, licenses, and special training you possess related to the job for which you are applying:

List skills, talents and abilities that you possess related to the job for which you are applying:

Position Sought

Position You Are Applying For:	Available to start date:	Desired Pay:
Location (Name of Church, School or Other Entity)	Department	
Employment Type Desired (Check all that Apply): <input type="checkbox"/> Full Time (35 to 40 hours per week) <input type="checkbox"/> Regular Basis <input type="checkbox"/> Part Time (< 35 hours per week) <input type="checkbox"/> Temporary (est. end date: _____)	How did you hear about this job opening? (Check all that apply.) <input type="checkbox"/> Umatuna Si Yuus <input type="checkbox"/> Local Newspaper <input type="checkbox"/> Online <input type="checkbox"/> KOLG <input type="checkbox"/> Local Radio <input type="checkbox"/> Other	

Employment History (start from most recent employment)

Employer 1	Job Title		Supervisor's Name	
Work Address:	City	State	Zip	Phone
Reason for Leaving:				
Description of Duties:			Dates Employed (MM/YY to MM/YY) _____ to _____	
			May we contact this employer ? <input type="radio"/> Yes <input type="radio"/> No	

Employer 2	Job Title		Supervisor's Name	
Work Address:	City	State	Zip	Phone
Reason for Leaving:				
Description of Duties:			Dates Employed (MM/YY to MM/YY) _____ to _____	
			May we contact this employer ? <input type="radio"/> Yes <input type="radio"/> No	

Employer 3	Job Title		Supervisor's Name	
Work Address:	City	State	Zip	Phone
Reason for Leaving:				
Description of Duties:			Dates Employed (MM/YY to MM/YY) _____/_____/_____ to ____/____/_____	
			May we contact this employer ? <input type="radio"/> Yes <input type="radio"/> No	

References (not related to you and not your previous employers)

Name	Title/Organization	Email Address	Phone

