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Archdiocesan Catechetical Office, New York Catholic Center, 1011 First Avenue, New York, NY 10022 212-371-1000

PERSONNEL RECORD OF PARISH DIRECTOR / COORDINATOR OF

Check all that apply:

RELIGIOUS EDUCATION

CATECHUMENATE (RCIA)

(Print in ink or type all entries except signature)

NAME _____
(Last name) (First name) (Middle name)

HOME ADDRESS _____
(Street and number) (City) (State) (Zip code)

HOME TELEPHONE (_____) _____ CELL PHONE (_____) _____

EMAIL ADDRESS _____

Check what applies: Lay Priest Deacon Consecrated Religious

If Consecrated Religious ... Name of Religious Congregation _____

1. EDUCATIONAL BACKGROUND

<i>Degree</i>	<i>Major Area of Concentration</i>	<i>College / University</i>	<i>Location</i>	<i>Year Degree Was Received</i>
PhD / M.Div				
MA + graduate credits				
MA				
BA + graduate credits				
BA				
Associate Degree				
____ undergraduate credits				
Education in non-degree programs				
High School				

2. PLEASE ATTACH A COPY OF YOUR RESUME

Revised: May 2016

3. MINISTRY FORMATION / CERTIFICATION in the N.Y. Archdiocese

Program	Date of Certification / Completion	Area of Concentration (Elementary, Youth, AFF, RCIA)	Comments
Level One Catechist Certification			
Level Two Catechist Certification			
Leadership Training for Directors and Coordinators			
Catechetical Leadership Program			
Director / Coordinator Certification from another (Arch)Diocese			

(For numbers 4, 5, 6... list experience in chronological order beginning with the present)

4. CATECHETICAL MINISTRY LEADERSHIP EXPERIENCE

Position	Institution (Parish / School)	Location (City / State)	Number of Years	Dates

5. OTHER ADMINISTRATIVE EXPERIENCE

Position	Institution	Location (City / State)	Number of Years	Dates

6. TEACHING EXPERIENCE

Position	Institution	Location (City / State)	Number of Years	Dates

7. FACILITY IN LANGUAGES OTHER THAN ENGLISH

Check all that apply:

Language: _____: Fluency in Speaking Fluency in Writing Fluency in Reading
Language: _____: Fluency in Speaking Fluency in Writing Fluency in Reading

8. REQUIRED INFORMATION FOR PASTOR AS PROSPECTIVE EMPLOYER

a. Are you a citizen of the United States of America? YES NO

b. If you are not a citizen of the United States of America, have you any legal right to remain permanently in the United States of America?

YES NO

If the answer is NO, please explain on a separate sheet of paper.

c. Have you ever had your volunteer or paid services terminated at the initiative of any parish, school or agency?

YES NO

d. Have you been convicted of a crime? YES NO

If the answer is YES, please explain on a separate sheet of paper. Please be advised that conviction of a crime is not necessarily a bar to employment.

e. Is any additional information relative to a change of name, or use of an assumed name or a nickname necessary to enable us to check on your work records? If Yes, explain on a separate sheet of paper.

YES NO

9. If the answer to any of the following questions is "yes", please explain on *Termination Information Form*:

a) Have you ever been convicted of any criminal offense? Yes _____ No _____

b) Have you ever had your volunteer or paid services terminated at the initiative of any parish, school or agency? Yes _____ No _____, if yes, give explanation on Termination Information Form.

c) Has a civil or criminal complaint ever been filed against you alleging child neglect or abuse of any kind? Yes _____ No _____, if yes, give explanation on Termination Information Form.

d) Have you ever been terminated or disciplined in your employment for reasons relating to allegations of physical abuse or sexual misconduct by you? Yes _____ No _____, if yes, give explanation on Termination Information Form.

e) Have you ever been accused of or investigated for an act of sexual abuse or harassment of any kind? Yes _____ No _____, if yes, give explanation on Termination Information Form.

10. REFERENCES (Supervisors from last 3 places of employment or volunteer work)

Name of Supervisor	Position	Institution	Location	Telephone

11. LETTER OF RECOMMENDATION: Pastor or Major Superior

Name of Pastor / Major Superior	Church / Religious Congregation	Location	Telephone

I hereby certify that the information I have provided in this personnel record form and any attached documents, is complete, true and correct to the best of my knowledge. I also agree that if any event occurs that would change the answers given above, I will report that immediately to my supervisor.

I authorize investigation of all matters contained in this personnel record form and agree that any misleading or false statements may result in termination. I hereby authorize my present/ past employers / supervisors to furnish the Archdiocese of New York, Catechetical Office, with information about my employment / volunteer history. I understand that the reference 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 personnel record form is not a contract of employment.

DATE

SIGNATURE OF APPLICANT

Send original to: Catechetical Office of the Archdiocese of New York
1011 First Avenue, New York, New York 10022
Attention: Archdiocesan Director

Revised: May 2016