Archdiocese of Omaha

ONE CHURCH
ENCOUNTERING JESUS
EQUIPPING DISCIPLES
LIVING MERCY

Certificated Application Form

Rev. Oct. 2026

APPLICATION FOR EMPLOYMENT

For use in Archdiocesan Parishes and Schools

Kindly complete this application and return it with your resume to the parish or school to which you are applying. An incomplete application will eliminate your candidacy.

PERSONAL INFORMATION Date _____

NAME: _____
First Middle Last

ADDRESS: _____
Street City State ZIP

PHONE: _____ EMAIL: _____

POSITION FOR WHICH YOU ARE APPLYING: _____

Please list any former names you have used _____

Religious Affiliation _____ Practicing Catholic Yes_____ No_____

Parish_____

For each question below, mark your answer.

Are you authorized to work in the United States without company sponsorship?	Yes	No
Have you applied for employment here before? When?_____	Yes	No
Have you ever been employed by the Archdiocese, any Catholic parish or school, or other Catholic agency? Where and when?_____	Yes	No

Do you understand that, if hired, you will be expected to act in ways which are consistent with Catholic Church doctrine and teachings?	Yes	No

For each question below, mark your answer.
If you answer "Yes" for any of the below, please explain below.
Please note that an affirmative answer does not automatically disqualify you from being considered for employment.

Have you ever been convicted of a crime (including driving while impaired or its equivalent, but excluding minor motor vehicle offenses)?	Yes	No
Has your volunteer service ever been terminated by any parish, school, agency, or organization?	Yes	No
Have you been convicted of physical or sexual abuse, neglect, harassment, or sexual misconduct in any form?	Yes	No
Have your parental rights ever been terminated or have you ever been subject to any court order involving allegations of sexual, physical, or verbal abuse of a minor?	Yes	No
Have you ever been the subject of a report of child abuse where the results of the investigation found the allegations to be true or found the allegations to be substantiated?	Yes	No
Have you ever been disciplined, discharged, nonrenewed, asked to resign from employment, resigned from employment, or been separated from employment while allegations for child abuse, neglect, or sexual misconduct were pending or under investigation?	Yes	No
Have you ever been disciplined, discharged, nonrenewed, asked to resign from employment, resigned from employment, or been separated from employment due to an adjudication or finding of child abuse, neglect, or sexual misconduct?	Yes	No
Have you ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse, neglect, or sexual misconduct were pending or under investigation?	Yes	No
Have you ever had a license, professional license, or certificate suspended, surrendered, or revoked due to an adjudication or finding of child abuse, neglect, or sexual misconduct?	Yes	No

TEACHING CERTIFICATE

Please copy information directly from the certificate. If you have not received your certificate, please indicate expected areas of endorsement.

Do you hold a valid Nebraska Administrative Certificate? Yes_____ No_____

If yes, please complete the next two lines.

Type_____ Certificate Number_____ Expiration Date_____ Degree_____

Other Endorsements _____ _____ _____

If responding no, do you qualify to receive a Nebraska Certificate? Yes_____ No_____

If no, explain why not? _____.

If yes, has one been applied for? _____ Date submitted_____

Certified in another state? Yes_____ No_____ What state? _____

EMPLOYMENT INFORMATION - SCHOOLS

Please complete the following information for schools you have been employed by within the last seven (7) years. Start with the most recent school. Attach additional sheets if necessary.

School Entry 1:

School Name _____

School Address _____ School Phone Number _____

Person to Contact _____

Position Held _____ Dates of Employment _____

Reason for Separation _____

School Entry 2:

School Name _____

School Address _____ School Phone Number _____

Person to Contact _____

Position Held _____ Dates of Employment _____

Reason for Separation _____

School Entry 3:

School Name _____

School Address _____ School Phone Number _____

Person to Contact _____

Position Held _____ Dates of Employment _____

Reason for Separation _____

School Entry 4:

School Name _____

School Address _____ School Phone Number _____

Person to Contact _____

Position Held _____ Dates of Employment _____

Reason for Separation _____

EMPLOYMENT INFORMATION – OTHER EMPLOYERS

Please complete the following information for your current employer and all former employers for positions held within the last seven (7) years that have involved direct contact with children. You do not need to include the schools you list above. Start with the most recent employer. Attach additional sheets if necessary.

Employer Entry 1:

Employer Name _____

Employer Address _____ Employer Phone Number _____

Person to Contact _____

Position Held _____ Dates of Employment _____

Reason for Separation _____

Employer Entry 2:

Employer Name _____

Employer Address _____ Employer Phone Number _____

Person to Contact _____

Position Held _____ Dates of Employment _____

Reason for Separation _____

Employer Entry 3:

Employer Name _____

Employer Address _____ Employer Phone Number _____

Person to Contact _____

Position Held _____ Dates of Employment _____

Reason for Separation _____

Employer Entry 4:

Employer Name _____

Employer Address _____ Employer Phone Number _____

Person to Contact _____

Position Held _____ Dates of Employment _____

Reason for Separation _____

You are hereby notified of the following:

- Willfully providing false information or willfully failing to disclose the information required above shall subject you to disciplinary action up to, and including, (i) termination or denial of employment, (ii) reporting to the state agency or other entity with authority to revoke any relevant certificate or license, or (iii) being subject to a civil penalty or not more than $500.

- If information regarding your history of child abuse or sexual misconduct is subsequently discovered or obtained by the employer that the employer determined disqualifies you from employment with the school, the employer shall have the right to immediately terminate your employment or rescind any offer of employment. The termination shall not be subject to any grievance procedure, appeal procedure, or tenure proceedings pursuant to any collective bargaining agreement or negotiated agreement.

Pursuant to Neb. Rev. Stat. § 79-880(2)(a)(ii):

I authorize the release and disclosure of all records related to inquiries and request for information made by the prospective employer to verify the above information. I further release any former employer from liability that may arise from the release or disclosure of such information.

I attest with my signature below that all of the information provided in this application is true and correct. Disclosing this information is required pursuant to Neb. Rev. Stat. § 79-880, and the penalties outlined above apply.

_____ _____

Signature of Applicant **Date**

Please attach a list of references and your resume to this application.
It should include the following:

Education
- Schools
- Degrees

Past Employment
- Employers/Contacts
- Positions Held
- Dates of Employment

Volunteer Experience
- Organizations
- Position
- Contact/Supervisors

The Archdiocese of Omaha is an equal opportunity affirmative action employer and does not unlawfully discriminate on the basis of race, national origin, color, sex or age. It is our intention that all applicants be given an equal opportunity and that selection decisions are based on job-related factors.