

Catholic Diocese of Rockford

Employment Authorization Form

Please be advised that no one may offer a paid position to any individual without the advance approval of Bishop David J. Malloy.

From: Parish/School/Diocesan Agency: _____ No. _____ City: _____

Date: _____

I hereby request permission to fill the following position:

Position: _____

Name of possible Employee: _____

(Please note a name must be submitted for approval.)

This is a: New Position Replacing an Existing Position

If replacing an existing position, name of Employee being replaced: _____

If it is a new position, please explain the necessity of the position. If replacing an existing position, please explain why you cannot fulfill the duties of that position with existing personnel.

Intended salary offer: \$ _____

(This may be a range, e.g., \$13 - \$14 per hour, or \$27,040.00 to \$29,120.00 per year, etc.)

This position requires _____ hours per week.

Criminal background check on this Employee completed; no issues indicated: Yes No
(Please attach copy of completed background check results)

Is this a contract position? Yes No

Is a Teaching Waiver required? Yes No

Employment start date: _____

Submitted by: **(Please note: Requests for hiring parish employees must be submitted by the Pastor or Parochial Administrator; school employees by the Principal or Superintendent, and diocesan agency employees by the Department Director.)**

Signature

Printed Name

Date

To submit form, please email to:

Coco Zeman, Assistant to Bishop David J. Malloy
czeman@rockforddiocese.org

Or you may fax to:

(815) 399-4769