

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 _____ City _____

Date: _____

I hereby request permission to fill the following position:

Position: _____

Name of Possible Employee: _____

This is a: new position replacing an existing position

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

Intended salary offer: \$_____ (this may be a range, e.g., \$10 to \$11 per hour, or \$20,000 to \$22,000 per year, etc.)

This position requires _____ hours per week.

Is this a contract position? 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

Please fax this form to: Most Reverend David J. Malloy
 Bishop of Rockford
 (815) 399-4769

Or send by email to: twhite@rockforddiocese.org