

**DIOCESE OF PITTSBURGH
INSTITUTE FOR MINISTRIES
2900 NOBLESTOWN ROAD
PITTSBURGH, PA 15205
PHONE: 412-456-3068
FAX: 412-456-3184
E-MAIL: INSTMINISTRIES@DIOPITT.ORG**

**Parish Business Manager
Application Form**

PERSONAL INFORMATION

NAME _____
Last First Middle

STREET ADDRESS _____

CITY/STATE/ZIP CODE _____

TELEPHONE _____ DATE OF BIRTH (Optional) _____

EDUCATIONAL HISTORY

Education	Name of School	Location	Dates Attended	Degree/Certificate
High School				
College				
Graduate School				
Other				
Other				

List the field(s) of your degree(s) if any:

Degree (Date)

Specific Field (Major)

EMPLOYMENT EXPERIENCE

(List last five positions beginning with current or most recent)

(1) Position _____ Date Employed: _____
From To

Place of Employment _____

Address _____

Supervisor _____ Phone _____

Brief description of duties: _____

(2) Position _____ Date Employed: _____
From To

Place of Employment _____

Address _____

Supervisor _____ Phone _____

Brief description of duties: _____

(3) Position _____ Date Employed: _____
From To

Place of Employment _____

Address _____

Supervisor _____ Phone _____

Brief description of duties: _____

(4) Position _____ Date Employed: _____
From _____ To _____

Place of Employment _____

Address _____

Supervisor _____ Phone _____

Brief description of duties: _____

(5) Position _____ Date Employed: _____
From _____ To _____

Place of Employment _____

Address _____

Supervisor _____ Phone _____

Brief description of duties: _____

List briefly and describe the qualities and skills you bring to a parish as a business manager.

REFERENCES

Submit a minimum of three references. Include one of each: Pastoral Reference (Pastor/Religious Superior), Colleague, Recent Employer/Supervisor.

(1) Name _____ Relationship _____

Address _____ Phone _____

(2) Name _____ Relationship _____

Address _____ Phone _____

(3) Name _____ Relationship _____

Address _____ Phone _____

I attest that the information contained within this application is true and accurate. I give permission to the Institute for Ministries personnel or potential employers to contact former employers and/or references.

Signature of Applicant _____ Date _____