**Website-based Job Posting Form**

Job postings are open to the Diocese of Raleigh Catholic Center, Catholic Charities, parishes, and schools of the Diocese of Raleigh and may be accepted from other dioceses as well.

* Complete this form entirely; **boldface** sections are required.
* Submit the form in **MS Word format** to
	+ Neil Calhoun, HR Specialist – Recruiting/Training, via email (neil.calhoun@raldioc.org)
	+ Include a subject line of:***Job Posting Request*.**
* Most jobs will be published on the diocesan website within two to three business days.

Once your position has been filled, notify Neil Calhoun to remove the post from the website.

**Position Title:**

**Parish or School Name:**

**Location (City):**

**Full Time or Part Time:**

**Hours per week:**

**Position Summary:**

**Key responsibilities / day-to-day job functions**

**Minimum Requirements**

* Employment is contingent upon applicant satisfactorily passing criminal background and reference checks
* Must complete diocese-sponsored Safe Environment Training within 60 days of hire
* **Minimum level of Education:**
* **Minimum amount of Work Experience**
	+ **Years of related work experience**
	+ **Area of related work experience:**

Preferred Qualifications

**Supervises: (If applicable)**

**Position Start Date: (MM/DD/YYYY)**

**Send resume and letter of interest to: (email address):**

*Once your position is filled, contact HR to cancel/unpublish the job posting.*