



North American Old Catholic Church Application for Incardination

1. Please complete all sections. Applications that are incomplete will not be processed and returned to the applicant.
2. Please refer to the accompanying Application Guide for complete instructions.

PERSONAL DATA

Legal name _____
Last/Family (Enter name **exactly** as it appears on official documents.) First/Given Middle (complete) Jr., etc.

Preferred name, if not first name (choose only one) _____ Former last name(s) if any _____

Birth date _____ - Male - Female E-Mail address: _____
mm/dd/yyyy

Permanent home address: _____
Number and Street Apartment #

City or Town State/Province Country ZIP/Postal Code

Permanent home phone: (_____) _____ Cell phone: (_____) _____
Area Code Area Code

If different from above, please give your mailing address for all admission correspondence.

Number and Street Apartment # City or Town State/Province Country ZIP/Postal Code

Phone at mailing address: (_____) _____
Area Code

Emergency Contact data:

In case of an emergency, we should contact: _____ Relationship: _____ Phone #: _____

EDUCATIONAL DATA

Secondary Education:

Secondary school: _____ Date of entry _____
mm/dd/yyyy

Date of secondary graduation _____ Type of school - public -independent/private - religious -home school
mm/dd/yyyy

Address _____ CEEB/ACT Code _____
Number and Street Apartment # if known, otherwise, leave blank

City or Town State/Province Country ZIP/Postal Code

Counselor's name: _____ Counselor's e-mail: _____

Title _____ Phone (_____) _____ Fax (_____) _____
Area Code Number Ext. Area Code Number

List all other secondary schools, including summer schools as well as summer and other programs you have attended, beginning with 9th grade.

Name of School	Location (City, State/Province, ZIP/Postal Code, Country)	Dates Attended (mm/yyyy)
_____	_____	_____
_____	_____	_____
_____	_____	_____

If any of the following apply to your secondary school education, please check the appropriate box and provide details on the lines below or on a separate sheet:

- graduated early -graduated late - will not graduate, will receive GED -will not graduate, will not receive GED

If you received a GED, list date: _____ (Official scores must be sent from the testing agency.)
mm/yyyy

Post Secondary Education:

List all colleges/universities at which you have taken courses for credit; list names of courses taken and grades earned on a separate sheet. Please have an official transcript sent from each institution as soon as possible.

Name of College/University	Location (City, State/Province, ZIP/Postal Code, Country)	Dates Attended	Major	Degree Earned?
_____	_____	_____ to _____ <i>mm/yy to mm/yy</i>	_____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	_____ to _____ <i>mm/yy to mm/yy</i>	_____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	_____ to _____ <i>mm/yy to mm/yy</i>	_____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	_____ to _____ <i>mm/yy to mm/yy</i>	_____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	_____ to _____ <i>mm/yy to mm/yy</i>	_____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

WORK EXPERIENCE

Please list all work experience in the last three years below. If available, attach your resume or Curriculum Vitae.

Specific Nature of work	Employer	Dates of employment	Supervisors name
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____

RELIGIOUS DATA

Attach proof of each Sacrament to this application.

Baptism: Date: _____ Church: _____
Parish name, City, Province/State

Confirmation: Date: _____ Church: _____
Parish name, City, Province/State

Diaconate: Date: _____ Church: _____ Prelate: _____
Jurisdiction name, City, Province/State of Primary See

Priesthood: Date: _____ Church: _____ Prelate: _____
Jurisdiction name, City, Province/State of Primary See

Episcopacy: Date: _____ Church: _____ Prelate: _____
Jurisdiction name, City, Province/State of Primary See *Primary Consecrator*

PERSONAL ESSAY

This personal statement helps us become acquainted with you in ways different from courses, grades, test scores, and other objective data. It will demonstrate your ability to organize your thoughts and express yourself. We are looking for an essay that will help us know you better as a person and as clergy. Please write an essay (750 words minimum) on a topic of your choice or on one of the options listed below:

- 1. Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- 2. Discuss some issue of personal, local, national, or international concern and its importance to you.
- 3. Indicate a person who has had a significant influence on you, and describe that influence.
- 4. Describe a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and explain that influence.
- 5. Given your personal background, describe an experience that illustrates what you would bring to the diversity of a church, or an encounter that demonstrated the importance of diversity to you.
- 6. Topic of your choice.

Attach your essay to the last page on a separate sheet(s) (same size please). You must put your full name, date of birth, on each sheet of the essay.

OTHER REQUIRED INFORMATION

- ❖ Have you ever been found responsible for a disciplinary violation at an educational institution you have attended from 9th grade (or the international equivalent?) forward, whether related to academic misconduct or behavioral misconduct, which resulted in your probation, suspension, removal, dismissal, or expulsion from the institution? - Yes - No
- ❖ Have you ever been found responsible for a disciplinary violation within your previous church or religious body, whether related to administrative or behavioral misconduct, which resulted in your probation, suspension, removal, dismissal, or expulsion from the institution? - Yes - No
- ❖ Have you ever been convicted of a misdemeanor, felony, or other crime? - Yes - No

If you answered yes to any of these questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.

ADDITIONAL INFORMATION: *If there is any additional information you'd like to provide regarding special circumstances, additional qualifications, etc., please attach a separate sheet with more details.*

REQUIRED ATTACHMENTS and ADDITIONAL INSTRUCTIONS

- ❖ Please attached copies of the following documents as they are applicable to you:
 - A photo clearly showing your face;
 - A copy of a government issued photo ID (passport, drivers license or state ID card, or military ID;)
 - Copies of any post-secondary academic records;
 - Letters of recommendation from other clergy, lay person, or others not related to you;
 - Letter of dismissal or release from your previous church;
 - Your resume or curriculum vitae;
 - Copies of sacramental records- or in absence, other proof (photos, news articles, or letters from other clerics attesting to your status)
 - Read and sign pages four and five of the application;

REQUIRED SIGNATURE – Please read the entire statement before affixing your signature.

Diversity Statement:

The North American Old Catholic Church, herein after referred to as the NAOCC, enjoys working in a team-based environment and we value the benefits of a diversified learning environment.

Women and people of color are encouraged to apply.

The NAOCC is an equal employment and educational opportunity ministry and does not discriminate based on age, citizenship, color, creed, physical or mental disability (including HIV status), ethnicity, family responsibilities, gender identity and expression, marital status, matriculation, national origin, physical appearance, race, political affiliation, sex, sexual orientation, union membership, veteran status or other unlawful factors, with respect to recruiting, hiring, ordination to holy orders, job assignment, promotion, discipline, discharge, compensation, matriculation, granting of course credit, degrees, training and other terms, conditions and privileges of employment, participation and educational offering and opportunities.

Employment:

Clerics of the NAOCC shall not necessarily be employees of the organization. Only those clerics who have signed an employment contract with the organization shall be employees of the Church. All other clerics shall be considered volunteer members.

Background Check:

As a condition of my affiliation with the North American Old Catholic Church, a background check will be completed by the church on my employment and criminal background in accordance with the Fair Credit Reporting Act. I agree to pay for said background check as instructed.

Employment At-Will:

The NAOCC does not offer tenured or guaranteed employment to any cleric that does not have Ordinary Jurisdiction. Either the NAOCC or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. This at-will employment relationship exists regardless of any other written contracts, statements or policies contained in any other NAOCC documents or any verbal statement to the contrary.

Salaries:

Clerics of the NAOCC shall not be paid by the organization for services to local Church communities, parishes, or ministries. Stipends and/or salaries for local parish and ministry services shall be paid by said local community serviced by said cleric if funds are available. Salaries for employment positions shall be based on regional market comparables and be approved by the Presiding Archbishop.

Services provided by members of the national administration, its staff members, and faculty of Saint Wolbodo Seminary shall be paid according to the National Salary & Compensation plan, as approved by the Congregation of Bishops.

Statement of truth:

I certify that all information submitted in the admission process—including the application, the Personal Essay, any supplements, and any supporting materials— is my own work, factually true, and honestly presented. I understand that I may be subject to disciplinary action, including admission revocation or expulsion, should the information I've certified be false.

Signature

Date

Disclosure of Intent to Obtain Consumer Report and or Investigative Consumer Report

The North American Old Catholic Church (NAOCC) and its affiliates may obtain and use a “consumer report” or “investigative consumer report” from a “consumer reporting agency” about you when considering whether to contract with you or appoint you as a cleric within this church, if you become a cleric within this church, when deciding whether to continue your association with the NAOCC and when making other decisions regarding your association with the NAOCC that directly affect you. These terms are defined in the Fair Credit Reporting Act (“FCRA”), which applies to you. As a prospective cleric in the NAOCC, you are a “consumer” with rights under the FCRA.

A “consumer reporting agency” is a person or business which, for monetary fees, dues or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing “consumer reports” to others, such as The North American Old Catholic Church.

A “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” bearing on a consumer’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer’s eligibility for credit, employment, insurance or other purposes authorized by the FCRA. If any such information is obtained through personal interviews with the consumer’s friends, neighbors, associates or with others who have knowledge about such information, such a report is an “investigative consumer report.”

If the NAOCC obtains an “investigative consumer report,” you may request, in writing, that the NAOCC provide you with information about the nature and scope of the investigation to be conducted. You may also request that the NAOCC provide you with a copy of the Federal Trade Commission’s document entitled: “Summary of Your Rights Under the Fair Credit Reporting Act.” This document and more information about the FCRA is available on the Federal Trade Commission’s Web site at www.ftc.gov.

You are also free to contact the Federal Trade Commission about your rights under FCRA as a “consumer” and to obtain more information about “consumer reports,” “investigative consumer reports,” and “consumer reporting agencies.”

Authorization of Applicant to Obtain Consumer Report and Investigative Consumer Report

By signing below, I hereby voluntarily authorize The North American Old Catholic Church and its affiliates to obtain “consumer reports” and/or “investigative consumer reports” about me from a “consumer reporting agency” and to consider the “consumer reports” and/or “investigative consumer reports” when considering whether to contract with or appoint me as a cleric, and, if I become a cleric, throughout the time of my affiliation with the NAOCC. I further authorize all persons and entities (including, but not limited to businesses, corporations, former employers and supervisors, credit agencies, consumer reporting agencies, government agencies, law enforcement authorities, educational institutions, state insurance departments and all military services) to release all written and verbal information about me to a “consumer reporting agency” for use by the NAOCC and agree to hold each harmless from all liability and responsibility for doing so.

I understand that if an investigative consumer report is to be procured, upon written request, I will be given a list of the areas which will be researched and included in the report. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above. My signature below confirms that I have read the information contained in this form.

If I am accepted as a cleric prior to the completion of any of the reports, I realize that continued affiliation is contingent upon favorable results of such reports. If unfavorable information is developed, I realize my affiliation is subject to termination.

Name (*print or type*)

Date

Signature

Date