



## Employment Application Process

Please follow the instructions in relation to school openings:

1. **After being notified by the school to do so**, candidate/ applicant **MUST** complete an application which can be found on the Diocesan website at: [www.cdlex.org](http://www.cdlex.org).
2. From the Diocesan homepage, select employment at the top right-hand corner of the page. Then select View Employment Opportunities on the right, and choose appropriate category. You will find a link to the application. **Please print and fill out an application.**
3. Next, **schedule an appointment with the Catholic School's Office** (The Diocese of Lexington Catholic Schools Office, 859-253-1993 ext. 217) to be fingerprinted for an FBI (Federal Bureau of Investigation) fingerprint background check.
4. **Deliver the completed application** to the Catholic School's Office at your fingerprinting appointment. The address is: 1310 West Main Street, Lexington, Ky. 40508.
5. Upon a successful background check and **if a position is offered**, the applicant will receive further instructions from the school for completing a three-part video on Safe Environment, electronically signing acceptable- use forms, including the Code of Conduct and Technology Code of Conduct, using **CMG Connect portal**.
6. If a position has been offered, **register for New Employee Orientation (NEO)** before exiting CMG Connect.
7. Every new hire **MUST** attend **New Employee Orientation (NEO)** at the Catholic Center, 1310 West Main St, Lexington, Ky. 40508, **BEFORE** he/she can begin work with the Roman Catholic Diocese of Lexington. **\*The details for NEO will be provided ONLY after the initial steps listed above are completed, and IF a position has been offered.**

***\*Please note that a Location Supervisor Form must accompany all individuals attending NEO which can ONLY be provided by a location supervisor. Contact the hiring supervisor(s) for further details.***