

January 7, 2012

Dear Applicant:

Thank you for applying for the position ***Pastoral Assistant for Stewardship and Administration***. Please follow these instructions when completing your application packet to insure that you provide all the information required.

- Submit your resume
- Sign and date the Archdiocesan Application for Employment.
- Complete the Catholic Archdiocese Pre-Employment Authorization form and the Background Check Request form. Sign and return with your Application.
- You will be notified should you be selected or not selected for an interview.
- Should you be selected after the interview and reference checks, you will need to fill out additional forms before beginning work.
- **Send or bring your completed application documents to Fr. Michael McDermott at St. Charles Borromeo Parish, 7112 South 12th St., Tacoma, WA 98465.**

Sincerely,

Fr. Michael McDermott
Pastor