

Have you ever been terminated, asked to resign, or not had a contract renewed for employment?

Yes* No

*If yes, please explain: _____

EDUCATION:

High School: _____ City / State: _____

From: _____ To: _____ Graduated? Yes No

Undergraduate: _____ City / State: _____

From: _____ To: _____ Graduated? Yes No

Degree Earned: _____

Graduate: _____ City / State: _____

From: _____ To: _____ Graduated? Yes No

Degree Earned: _____

Trade / Tech: _____ City / State: _____

From: _____ To: _____ Graduated? Yes No

Degree Earned: _____

Other: _____ City / State: _____

From: _____ To: _____ Graduated? Yes No

Degree Earned: _____

Certifications Held: Date: _____ State: _____ Type: _____

Are you currently in school: Yes* No

*If yes, where: _____ Anticipated Grad date: _____

EMPLOYMENT HISTORY:

Account for all employment in the last 10 years, **with most recent experience first.**

Employer #1: _____

Email: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Starting Pay: \$ _____ Hour Annual Salary

Ending Pay: \$ _____ Hour Annual Salary

Job Title: _____

Starting Date: _____ Ending Date: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference: Yes* No

If yes, who should we speak with? _____

Relationship to you: _____ Contact information: _____

Employer #2: _____

Email: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Starting Pay: \$ _____ Hour Annual Salary

Ending Pay: \$ _____ Hour Annual Salary

Job Title: _____

Starting Date: _____ Ending Date: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference: Yes* No

If yes, who should we speak with? _____

Relationship to you: _____ Contact information: _____

Employer #3: _____

Email: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Starting Pay: \$ _____ Hour Annual Salary

Ending Pay: \$ _____ Hour Annual Salary

Job Title: _____

Starting Date: _____ Ending Date: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference: Yes* No

If yes, who should we speak with? _____

Relationship to you: _____ Contact information: _____

Use a separate sheet of paper if necessary to add additional employers

SPECIAL SKILLS:

Do you speak any other languages? Yes* No

*If yes, in which ones are you fluent? _____

Do you have any special training in technology or computers? Yes* No

*If yes, what programs or training are you proficient? _____

Do you have any other relevant qualifications you would like to share? Yes* No

If yes, please explain: _____

PROFESSIONAL REFERENCES:

Reference #1: _____ Relationship: _____

Company: _____ Title: _____

Email: _____ Telephone: _____

Reference #2: _____ Relationship: _____

Company: _____ Title: _____

Email: _____ Telephone: _____

Reference #3: _____ Relationship: _____

Company: _____ Title: _____

Email: _____ Telephone: _____

MILITARY SERVICE:

Are you a veteran? Yes No

Branch: _____ Rank at discharge: _____

Starting Date: _____ Ending Date: _____

Type of discharge: _____

If not honorable, please explain: _____

BACKGROUND CONSENT:

If asked, are you willing to consent to a background check? Yes No

QUESTION:

Why do you want to be employed at Monsignor Donovan Catholic High School? _____

CERTIFICATION: *Please read carefully before signing.*

I HEREBY CERTIFY that all the answers are true to the best of my knowledge, and I agree to have any of the statements checked by Monsignor Walter J. Donovan Catholic High School, Inc. unless I have indicated to the contrary. Should a job offer be made, I understand my continuing employment, if hired, is contingent upon my being physically, mentally, and medically able, with or without reasonable accommodation, to successfully perform the essential functions of my job.

I understand that this employment application contains nothing intended to lead to or create any employment contract with Monsignor Walter J. Donovan Catholic High School, Inc. and may be terminated by either party at any time.

I further understand and agree that the employment relationship that may result from my application will be employment at-will, and either Walter J. Donovan Catholic High School, Inc. or I may terminate the relationship at any time, with or without cause and/or without notice. The only exceptions to this employment at-will arrangement are those limited situations in which professional educators have written annual contracts signed by Monsignor Walter J. Donovan Catholic High School, Inc.

I understand that any misrepresentation or falsification can be grounds for refusal of employment. I further understand that, if employed, any false statements or misrepresentations contained herein or in conjunction with the application process may be cause for dismissal.

I understand that this is an Equal Opportunity Employer and committed to excellence though diversity. To ensure this application is acceptable, please print or type with the application being fully completed for it to be considered.

Applicant Signature: _____ Date: _____

Return to: Paul T, Gessner, Head of School
Monsignor Donovan Catholic High School
590 Lavender Road
Athens, GA 30606-1114

(706) 433-0223
FAX: (706) 433-0229
pgessner@mdchs.org

Monsignor Walter J. Donovan Catholic High School, Inc. believes that you are entitled to equal employment opportunities based on your qualifications and without regard to race, color, sex, age, national origin, or any disability as provided in the Americans with Disabilities Act. It is also the policy of Monsignor Donovan Catholic High School, Inc., that every employee has the right to work in an environment that is free from illegal harassment.