



Monsignor Donovan CATHOLIC HIGH SCHOOL

EMPLOYMENT APPLICATION

Are you eligible for employment in the United States? ☐ YES ☐ NO (Proof of citizenship will be required upon employment)

For the purposes of verifying past employment or other information on this application, please list other names used:

We consider applicants for all positions without regard to age, race, color, sex, disability, national origin, or other bases protected by law. We shall be non-discriminatory in employment practices in accordance to applicable federal and state laws insofar as they are consistent with the beliefs, official teachings, and doctrines of the Catholic Church. The employer may give preference to a Catholic applicant.

Applicants may request any needed accommodation to complete the application process.

PERSONAL

LAST NAME:	FIRST NAME:	MIDDLE INITIAL:	EMAIL:
PERMANENT ADDRESS:			
CITY:	STATE:	ZIP:	HOME PHONE:
RELIGIOUS EDUCATION CERTIFICATION: <input type="checkbox"/> NONE <input type="checkbox"/> BASIC <input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> ADVANCED <input type="checkbox"/> NOT SURE		RELIGIOUS AFFILIATION:	BUSINESS PHONE:

POSITION APPLYING FOR

<input type="checkbox"/> TEACHER	<input type="checkbox"/> SUBSTITUTE TEACHER	<input type="checkbox"/> OTHER POSITION _____
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DATE AVAILABLE FOR EMPLOYMENT	SALARY DESIRED	ARE YOU UNDER CONTRACT?
<div>FOR TEACHER APPLICANTS ONLY (CHECK ALL THAT APPLY) <input type="checkbox"/> FULL-TIME TEACHER <input type="checkbox"/> PART-TIME TEACHER <input type="checkbox"/> SUBSTITUTE TEACHER</div> <div>SELECT CONTENT AREAS YOU ARE INTERESTED IN TEACHING: <input type="checkbox"/> English <input type="checkbox"/> Fine Arts <input type="checkbox"/> Math <input type="checkbox"/> Science Social Studies Theology World Languages <input type="checkbox"/> NO PREFERENCE</div>		

CANDIDATE NAME _____

EDUCATION

COLLEGE / UNIVERSITY NAME & LOCATION (City & State)	NUMBER OF CREDITS	DEGREE EARNED

CERTIFICATION

LEVEL	TYPE OF CERTIFICATE (i.e., Life, 5 years)	STATE	DATE ISSUED

EMPLOYMENT (START WITH MOST RECENT)

DATES		ORGANIZATION (Address/City/State)	POSITION TITLE (Subject/Grade)	PRINCIPAL/SUPERVISOR'S NAME	REASON FOR LEAVING
FROM	TO				

MAY WE CONTACT CURRENT OR PAST EMPLOYERS? ☐ YES ☐ NO

PROFESSIONAL ACTIVITIES

CANDIDATE NAME _____

REFERENCES (GIVE RECENT ACADEMIC OR PROFESSIONAL REFERENCES)

NAME _____	WORKING RELATIONSHIP _____
ADDRESS _____	PHONE NUMBER _____
HOW DO YOU KNOW PERSON? _____	HOW LONG KNOWN PERSON? _____

NAME _____	WORKING RELATIONSHIP _____
ADDRESS _____	PHONE NUMBER _____
HOW DO YOU KNOW PERSON? _____	HOW LONG KNOWN PERSON? _____

NAME _____	WORKING RELATIONSHIP _____
ADDRESS _____	PHONE NUMBER _____
HOW DO YOU KNOW PERSON? _____	HOW LONG KNOWN PERSON? _____

HAVE YOU EVER BEEN CONVICTED OF, OR PLEAD GUILTY TO NOLO CONTENDERE TO, AN OFFENSE (INCLUDING FELONY, MISDEMEANOR OR MUNICIPAL ORDINANCE), OR ARE YOU NOW SUBJECT TO A PENDING CRIMINAL CHARGE? ☐ YES ☐ NO

IF YES, DESCRIBE IN DETAIL (E.G. DATE; CONVICTION OR OFFENSE; LOCATION OF COURT)

(CONVICTIONS OR PENDING CHARGES WILL BE CONSIDERED IN THE HIRING PROCESS ONLY TO THE EXTENT THEY SUBSTANTIALLY RELATE TO THE CIRCUMSTANCES OF EMPLOYMENT SOUGHT BY THE APPLICANT.)

DECLARATION

-I hereby declare the information provided by me in this Application for Employment is true, correct and complete.

-I hereby authorize the employer, schools, and persons named on this application to give any information requested regarding my employability, character, and qualifications, and release them from all liability for any damages for issuing this information.

-I understand and agree that any misrepresentation, false statement, or omissions by me in this application will be sufficient reason for rejecting my application or for dismissal at any time during my employment without liability to my employer and/or Monsignor Donovan Catholic High School.

-By signing my name below, I understand that nothing contained in this application or in the interview process is intended to create an employment contract.

☐ By checking this box I have read and understand the above statements.

SIGNATURE	DATE
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