



Application for Employment Providence Cristo Rey High School

...WORKING TO CREATE A MORE HOPEFUL FUTURE

DATE: _____ SOCIAL SECURITY NUMBER: _____

POSITION YOU ARE APPLYING FOR: _____

NAME: _____ E-MAIL: _____

ADDRESS: _____
STREET CITY, STATE ZIP

HOME PHONE: _____ CELL PHONE: _____

- | | | |
|--|------------------------------|-----------------------------|
| 1. CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S.? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. ARE YOU A PRACTICING CATHOLIC? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. DO YOU HAVE KNOWLEDGE OF CATHOLIC DOCTRINE AND ARE YOU WILLING TO TEACH/WORK IN ACCORDANCE WITH IT? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICTED OF A CRIME? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. HAVE YOU EVER HAD A PROFESSIONAL CREDENTIAL DENIED, SUSPENDED, OR REVOKED? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. HAVE YOU EVER FAILED TO FULFILL AN EMPLOYMENT CONTRACT WITH ANY SCHOOL OR OTHER EMPLOYER? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. HAVE YOU EVER, FOR ANY REASON, BEEN SUSPENDED, DISMISSED, OR ASKED TO RESIGN A POSITION? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

AN AFFIRMATIVE ANSWER TO ANY OF QUESTIONS 4 – 7 SHOULD BE EXPLAINED HERE:

EDUCATION:

	INSTITUTION	CITY, STATE	DATES	DEGREE/MAJOR
HIGH SCHOOL				
COLLEGE				
TEACHING/ADMIN CREDENTIAL				
GRADUATE DEGREE				
TERMINAL DEGREE				
OTHER				

CREDENTIALS HELD:

STATE/TITLE	SUBJECT(S)	DATE ISSUED	EXPIRATION DATE	NUMBER

WORK EXPERIENCE IN SCHOOLS (LIST ALL EMPLOYMENT IN REVERSE CHRONOLOGICAL ORDER, USING AN ADDITIONAL SHEET IF NECESSARY)

SCHOOL/PRINCIPAL	LOCATION (CITY, STATE)	SUBJECTS TAUGHT/ OTHER SCHOOL JOB	DATES	FINAL SALARY	REASON FOR LEAVING

OTHER WORK EXPERIENCE (LIST ALL EMPLOYMENT IN REVERSE CHRONOLOGICAL ORDER, USING AN ADDITIONAL SHEET IF NECESSARY)

BUSINESS/SUPERVISOR	LOCATION (CITY, STATE)	POSITION	DATES	FINAL SALARY	REASON FOR LEAVING

REFERENCES:

IF YOU HAVE HAD PREVIOUS SCHOOL EMPLOYMENT, SUBMIT THE NAME OF YOUR MOST RECENT PRINCIPAL OR IMMEDIATE SUPERVISOR ON LINE 1; ANOTHER PERSON FAMILIAR WITH YOUR TEACHING/WORK ON LINE 2; A CHARACTER REFERENCE, NOT A RELATIVE, ON LINE 3; AND A CHURCH OR RELIGIOUS REFERENCE ON LINE 4. IF YOU HAVE DONE ONLY STUDENT TEACHING IN A SCHOOL, SUBMIT THE NAME OF THE SUPERVISOR OF YOUR STUDENT OR PRACTICE TEACHING ON LINE 1; YOUR MOST RECENT WORK SUPERVISOR ON LINE 2; A CHARACTER REFERENCE, NOT A RELATIVE, ON LINE 3; AND A CHURCH OR RELIGIOUS REFERENCE ON LINE 4.

IF YOU DO NOT HAVE PREVIOUS WORK EXPERIENCE IN A SCHOOL, SUBMIT THE NAME OF YOUR MOST IMMEDIATE SUPERVISOR ON LINE 1; ANOTHER PERSON FAMILIAR WITH YOUR WORK ON LINE 2; A CHARACTER REFERENCE, NOT A RELATIVE, ON LINE 3; AND A CHURCH OR RELIGIOUS REFERENCE ON LINE 4.

NAME	POSITION	SCHOOL/PLACE OF EMPLOYMENT	COMPLETE ADDRESS	PHONE NUMBER
1.				
2.				
3.				
4.				

Co-CURRICULAR ACTIVITIES:

PLEASE LIST ANY MAJOR ACTIVITIES YOU WOULD BE QUALIFIED TO MODERATE; SPORTS YOU ARE QUALIFIED TO COACH; OR OTHER INTERESTS OR HOBBIES THAT MAY BE OF INTEREST TO OUR STUDENTS.

HEALTH:

DO YOU HAVE ANY MEDICAL HISTORY OR PHYSICAL CONDITION THAT WOULD LIMIT YOUR ABILITY TO PERFORM THE JOB FOR WHICH YOU ARE APPLYING TO AN EXEMPLARY DEGREE OR TO PERFORM THE JOB WITHOUT ENDANGERING YOUR HEALTH OR SAFETY, OR THE HEALTH OR SAFETY OF OTHERS? YES NO

IF YES, ON AN ADDITIONAL SHEET, PLEASE EXPLAIN WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION.

ADDITIONAL DOCUMENTATION REQUIRED:

- A. EACH APPLICANT IS REQUIRED TO SUBMIT COLLEGE TRANSCRIPT(S) (MAILED DIRECTLY TO THIS OFFICE) OF HIS/HER COMPLETED COURSES AND, IF APPLYING FOR AN EDUCATIONAL POSITION, A COPY OF THE STATE OF INDIANA TEACHING/ADMINISTRATIVE CERTIFICATE.
- B. UPON EMPLOYMENT AT PROVIDENCE CRISTO REY HIGH SCHOOL OR PROVIDENCE CRISTO REY WORK STUDY PROGRAM, THE EMPLOYEE IS REQUIRED TO SUBMIT TO THE EMPLOYER A DOCTOR'S CERTIFICATE STATING THAT HE/SHE IS FREE FROM ANY DISEASE OR PHYSICAL DEFECT OR EMOTIONAL INSTABILITY THAT WILL INTERFERE WITH HIS/HER SUCCESS AS AN EDUCATOR/OTHER EMPLOYEE AT THE SCHOOL.

ESSAY QUESTIONS:

PLEASE ATTACH TO THIS APPLICATION A TYPED RESPONSE TO THE FOLLOWING QUESTIONS:

- 1. WHY ARE YOU APPLYING FOR THIS POSITION AT PROVIDENCE CRISTO REY HIGH SCHOOL?
- 2. WHAT CONTRIBUTIONS CAN YOU MAKE TO PROVIDENCE CRISTO REY HIGH SCHOOL?

CERTIFICATION:

I STATE AND AFFIRM THAT I AM NOT CURRENTLY OBLIGATED OR BOUND UNDER AN EMPLOYMENT CONTRACT OR OTHER AGREEMENT WHICH WOULD INTERFERE WITH MY ABILITY TO PERFORM DUTIES AS AN EMPLOYEE OF PROVIDENCE CRISTO REY HIGH SCHOOL OR PROVIDENCE CRISTO REY WORK STUDY PROGRAM. NO PERSON, PARTNERSHIP OR CORPORATION HAS A CONTRACTUAL RIGHT UNDER ANY EMPLOYMENT CONTRACT OR OTHER AGREEMENT TO BRING AN ACTION AGAINST ME IN THE EVENT THAT I ACCEPT EMPLOYMENT WITH PROVIDENCE CRISTO REY HIGH SCHOOL OR PROVIDENCE CRISTO REY WORK STUDY PROGRAM.

I UNDERSTAND THAT ANY EMPLOYMENT OR OFFER OF EMPLOYMENT IS CONTINGENT ON MY MEETING THE EMPLOYMENT ELIGIBILITY REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACTION OF 1986. I FURTHER UNDERSTAND THAT MY EMPLOYER MAY, AT ITS DISCRETION, MODIFY, AMEND, OR TERMINATE PRESENT OR FUTURE POLICIES OR PRACTICES RELATING TO WAGES, HOURS, BENEFITS, OR OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSIFICATION OR MISREPRESENTATION OF THIS INFORMATION I HAVE PROVIDED IN THIS APPLICATION WILL RESULT IN MY DISCHARGE SHOULD I BE EMPLOYED BY THE PROVIDENCE CRISTO REY HIGH SCHOOL OR PROVIDENCE CRISTO REY WORK STUDY PROGRAM. I FURTHER AUTHORIZE YOU AND ANY INTERESTED PARTY TO VERIFY ANY INFORMATION I HAVE PROVIDED IN THIS APPLICATION. THIS INFORMATION MAY INCLUDE PRESENT AND FORMER EMPLOYERS; EDUCATIONAL AND TRAINING INSTRUCTION VERIFICATION; INFORMATION CHECKS WITH THE SOCIAL SECURITY ADMINISTRATION CRIMINAL COURTS; STATE AND COUNTY REPOSITORIES OF CRIMINAL RECORDS; DEPARTMENT OF MOTOR VEHICLES; CREDIT BUREAUS; AND EMPLOYER MUTUAL ASSOCIATES. I ALSO AUTHORIZE MY PRESENT EMPLOYER AND ANY PREVIOUS EMPLOYERS; PRESENT OR PREVIOUS FELLOW EMPLOYEES; EDUCATIONAL AND TRAINING INSTITUTIONS, AND ANY OTHER PERSONS TO FURNISH ANY INFORMATION CONCERNING MY PERSONAL CHARACTER HABITS OR EMPLOYMENT RECORDS TO YOU AND HEREBY RELEASE ALL SUCH PERSONS FROM ANY LIABILITY FOR FURNISHING SUCH INFORMATION. I UNDERSTAND THAT ANY EMPLOYMENT OR OFFER OF EMPLOYMENT IS CONTINGENT ON THE RESULTS OF A CRIMINAL HISTORY CHECK.

SIGNATURE

DATE