



# Marist Catholic High School Employment Application

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # (work): \_\_\_\_\_ (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email Address: \_\_\_\_\_

May we call you at your current employment?                      Yes                       No

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We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, we are not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

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## General Information

Position applied for: \_\_\_\_\_

Available to work:              Full-time               Part-time               Temporary               Days Available: \_\_\_\_\_

Do you have a legal right to work in the US?.....Yes  No

Salary Expectation: \_\_\_\_\_

Are you at least 18 years of age?.....Yes  No

Religious affiliation:

\_\_\_\_\_ Have you ever

worked or volunteered for the Catholic Church or a similar organization?.....Yes  No

If yes, where? \_\_\_\_\_

How did you learn about us?              Advertisement               Friend               Walk-in               Relative               Other

# Education

Name & Address of School	Major	Years Completed	Degree(s)
High School			
College			
College			
Other (Specify)			

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for:

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2. Why do you want to be considered for employment here?

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3. Please list any job-related professional trade, business, civic activities, organizations, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, or disability, etc.)

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4. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodation?  
 Yes       No       If no, please explain:

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5. Have you ever been convicted of a crime? .....Yes       No   
 (A conviction is not an automatic bar to employment. Each case will be considered on its own merits)

6. Are you currently charged with a crime and waiting trial? .....Yes       No

7. Does the position you are applying for involve working with or around children? .....Yes       No

8. If yes, have you ever been the subject of allegations related to misconduct with children?.....Yes       No   
 If yes, please explain:

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9. Have you ever been arrested or cited for any offense listed in the question above which is still pending in court?  
Yes  No  If yes, please explain:

10. Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct or alleged violation of professional standards?  
Yes  No  If yes, please explain:

11. Have you ever had a professional certificate, credential or license (of any kind) revoked or suspended or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards of conduct?  
Yes  No  If yes, please explain:

After reviewing the Marist mission and charism statements, philosophy and integral student outcomes, please answer the following questions on a separate sheet of paper:

1. Given your understanding of Marist's Mission how do you see yourself becoming part of the Marist community?
2. How might you support, contribute to, and advance the Mission of Marist Catholic High School?
3. Can you describe an experience at a previous job in which you performed your work guided by a mission?
4. As a Catholic school, Marist strives to educate the whole person, intellectually, physically and spiritually. How might you encourage students and colleagues to integrate these three dimensions into their lives?

# Employment History

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/ most recent employer only after an offer has been extended unless you indicate below that we may contact them now. You may include volunteer activities/positions. Attach an additional page if necessary. Please complete this section even if you have submitted a resume.

<b>Current Employer</b>	Name of employer:		
	Telephone #:		
	Address:		
	Employment Dates: (From) _____ (To) _____		
	Position:		
	Description of duties:		Supervisor:
			Ok to contact? <span style="margin-left: 100px;">Yes <input type="checkbox"/></span> <span style="margin-left: 100px;">No <input type="checkbox"/></span>
		Reason for leaving:	

<b>Previous Employer</b>	Name of employer:		
	Telephone #:		
	Address:		
	Employment Dates: (From) _____ (To) _____		
	Position:		
	Description of duties:		Supervisor:
			Reason for leaving:

<b>Previous Employer</b>	Name of employer:		
	Telephone #:		
	Address:		
	Employment Dates: (From) _____ (To) _____		
	Position:		
	Description of duties:		Supervisor:
			Reason for leaving:

Have you ever been suspended, or asked to resign a position? Yes  No

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

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## Professional References

Please provide the names of at least 3 people who have known you in a professional capacity for at least 5 years (other than family members):

Name/Job Title	Organization	Telephone #	Years Know

## Certification and Authorization Information Release

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Employer, its employees, any individual or agency obtaining information for the Employer, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misrepresentation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

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Applicant

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Date

## At-Will Employment Statement

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Employer at any time, for any reason. The Employer may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

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Applicant

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Date

## Background Check Statement

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

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Applicant