



MARIST CATHOLIC HIGH SCHOOL

EMPLOYMENT APPLICATION

Date

Date: _____

Last Name: _____ First Name: _____ Middle Name: _____

Mailing Address: _____ City: _____ State: _____ Zip _____

Telephone (work) _____ (home) _____ (cell) _____

Social Security # _____ Email Address: _____

May we call you at your current employment? Yes No

GENERAL INFORMATION

Position applying for: _____

Available to work: Full-time Part-time Temporary

Days and hours available:

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

Are you a US citizen? Or otherwise legally authorized to work in the US? Yes No

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

Position

EDUCATION

Name & Address of School	Major	Date Completed	Degree(s)
High School			
College			
College			
Other (specify)			

Name

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

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

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, sex, age, marital status or disability). _____

4. Is your physical/mental health condition such that you can fulfill the essential job functions of the teaching/extra-curricular work for which you are applying (either with or without reasonable accommodations)? Yes No
 If no, please explain: _____

5. 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 of conduct? Yes No
 If yes, please explain: _____

6. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct? Yes No
 If yes, please explain: _____

7. Have you ever failed to complete a contract for educational services in any educational or school-related position, or for any alleged misconduct or alleged violation of professional standards of conduct been placed on leave by your employer or left such employment prior to the end of the contract term? Yes No
 If yes, please explain: _____

8. 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: _____

9. Have you ever been denied a professional license for which you applied or was granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct? Yes No
 If yes, please explain: _____

10. Have you ever surrendered a professional license of any kind before its expiration? Yes No
 If yes, please explain: _____

11. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure? Yes No
 If yes, please explain: _____

12. Have you ever been convicted or been granted conditional discharge by any court for: (a) any felony, (b) misdemeanor, or (c) any major traffic violation, such as: driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident? Yes No
 If yes, please explain: _____

13. 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: _____

14. Have you ever entered a plea of guilty or no contest relative to any charge for an offense listed in the two questions above? Yes No

If yes, please explain: _____

15. Have you ever had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking or other threatening behavior toward other persons? Yes No

If yes, please explain: _____

16. Have you ever been the subject of a substantiated report of child abuse or sexual conduct (involving K-12 student or minor children)? Yes No

If yes, please explain: _____

17. Are you currently the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct (involving K-12 student or minor child)? If yes, please explain. Yes No

If yes, please explain: _____

REFERENCES

Please provide the names of at least three (3) people you have known for over two (2) years who are not related to you:

<u>Name</u>	<u>Telephone</u>	<u>Years Known</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

EMPLOYMENT HISTORY

Please list your present and past work experience for the last ten (10) years beginning with your current job. You may include volunteer activities/positions. Attach an additional page if necessary.

Name of employer: _____
Telephone #: _____ Employment dates from _____ to _____
Address: _____ City, State, Zip: _____
Position: _____ Supervisor: _____
OK to contact supervisor? Yes No Rate of Pay: (Starting) _____ (Final) _____
Description of Duties: _____
Reason for Leaving: _____

Name of employer: _____
Telephone #: _____ Employment dates from _____ to _____
Address: _____ City, State, Zip: _____
Position: _____ Supervisor: _____
OK to contact supervisor? Yes No Rate of Pay: (Starting) _____ (Final) _____
Description of Duties: _____
Reason for Leaving: _____

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Telephone #: _____ Employment dates from _____ to _____
Address: _____ City, State, Zip: _____
Position: _____ Supervisor: _____
OK to contact supervisor? Yes No Rate of Pay: (Starting) _____ (Final) _____
Description of Duties: _____
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Description of Duties: _____
Reason for Leaving: _____

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 Archdiocese of Portland 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 the 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 Archdiocese (including its churches, schools, and other entities), its employees, any individual or agency obtaining information for the Archdiocese, 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.

Applicant

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 Archdiocese at any time, for any reason. The Archdiocese may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration. If I am hired, I agree to conform to the rules and standards of the Archdiocese, including those of the location for which I am hired.

Applicant

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.

Applicant

Date