



# SAINT FRANCIS HIGH SCHOOL

1885 MIRAMONTE AVENUE, MOUNTAIN VIEW, CA 94040-4098 650 968-1213  
www.sfhs.com

## CLASSIFIED STAFF APPLICATION

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Cell \_\_\_\_\_

Are you under age 18? Yes  No  Can you submit verification of your legal right to work in the U.S.? Yes  No

How were you referred to Saint Francis? \_\_\_\_\_

Are you Catholic? Yes  No  What is your Parish? \_\_\_\_\_

### WORK EXPERIENCE ( List most recent first)

Position	From/To	Employer and Address	Salary
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### EDUCATION

	Institution	State	How many years attended	Did you graduate?		Degree	Major	Minor
				Yes	No			
Secondary								
College/ University								
Graduate								
Special Training								

### SPECIAL TRAINING AND SKILLS

Computer skills: Word Processing  Excel  PowerPoint  Blackbaud   
 PhotoShop  InDesign  Illustrator  Acrobat  Other \_\_\_\_\_

Please indicate by checking one or more:

Arts  Drama  Journalism  Speech  Publications  Music  Computer  Other \_\_\_\_\_

Coaching Sports \_\_\_\_\_

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## ORIGINAL STATEMENT

Discuss why you wish to work in a Catholic high school and what you would contribute to the Saint Francis community.

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## PROFESSIONAL REFERENCES

Please list four individuals we may contact who have observed your work including your last principal or supervisor:

Name	Position	Organization	Telephone	Email
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*For reference checking only.

Have you ever been known by any other name(s)? Yes  No  If yes, What name(s)? \_\_\_\_\_

Have you been convicted of a felony: Yes  No

If yes, explain \_\_\_\_\_

\*Per federal and state regulations, all potential employees will be fingerprinted by the county and tested for TB. All employment offers are conditional upon review of the DOJ/FBI fingerprint report and TB testing.

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## CERTIFICATION

I certify that all statements I have made on this application, resume or other supplementary materials are true and correct.

I authorize Saint Francis High School to verify all statements made by me which may include: former employers, acquaintances, personal references, credit references, or other applicable sources.

I authorize any and all former employers or educational institutions to release to Saint Francis High School information relevant to my employment or education and release from any liability or

responsibility all persons, companies and corporations supplying such information.

I understand that any misrepresentation or omission of fact on this application, resume, or supplementary materials will be cause for refusal to hire or discharge at any time during the period of my employment.

If employed by Saint Francis High School, I agree to comply with the school's policies, procedures and safety rules.

Signature \_\_\_\_\_

Date \_\_\_\_\_