

## CERTIFICATED STAFF APPLICATION

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

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

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

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? \_\_\_\_\_

### CREDENTIALS

Held: \_\_\_\_\_

Title \_\_\_\_\_ Expiration \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Title \_\_\_\_\_ Expiration \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Applied for: \_\_\_\_\_

Title \_\_\_\_\_ Expiration \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

### TEACHING EXPERIENCE

Position	Subject	School	Location	From/To	Salary
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

### RELATED EDUCATIONAL POSITION

List any related educational positions (such as department head, area coordinator, etc.) which you have held in you career:

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

### JOB EXPERIENCE OTHER THAN TEACHING

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

## SPECIAL TRAINING OR EXPERIENCE

Please indicate by checking one or more:

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

## EDUCATION AND PROFESSIONAL PREPARATION

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

Special Training \_\_\_\_\_

Have you earned a Master's Degree \_\_\_\_\_

Number of semester units you have earned beyond your Bachelor's Degree \_\_\_\_\_

## MEMBERSHIPS, INTERESTS, ETC.

You may exclude information that indicates race, creed, sex, marital status, age, color, national origin or physical handicap.

### Professional Memberships

### Active Community Memberships

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Other Interests and Hobbies

### Professional Contributions (such as articles, books, speeches, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SUBJECT AREA TEACHING PREFERENCE

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

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## CO-CURRICULAR ACTIVITIES

Check or list any co-curricular activities which you feel qualified to direct:

- |  |  |                 |
|--|--|-----------------|
| <input type="checkbox"/> Band            | <input type="checkbox"/> Newspaper       | Student Clubs   |
| <input type="checkbox"/> Campus Ministry | <input type="checkbox"/> Service Group   | _____           |
| <input type="checkbox"/> Cheerleaders    | <input type="checkbox"/> Speech & Debate | Coaching Sports |
| <input type="checkbox"/> Choir           | <input type="checkbox"/> Robotics        | _____           |
| <input type="checkbox"/> Drama           | <input type="checkbox"/> Yearbook        | _____           |

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## PROFESSIONAL REFERENCES

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

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

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\*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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## ORIGINAL STATEMENT

Describe a noteworthy experience you have had which is relevant to your employment application.

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## ORIGINAL STATEMENT

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

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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 \_\_\_\_\_