



# Cathedral High School

## Application for Employment

**Vision:**

Cathedral High School, a Catholic institution, will be the model for all high schools as she profoundly shapes the way students think, serve and lead.

**Mission:**

Cathedral, a Catholic college preparatory high school, provides to a diverse group of students opportunities for spiritual, intellectual, social, emotional and physical growth through service and academic excellence.

**Guiding Principles:**

To create an environment that will support vision and mission, Cathedral’s Board of Directors and employees embrace the following guiding principles:

- Learning – Ongoing holistic growth, inquiry, and development.
- Ethics – Acting with integrity at all times.
- Achievement – Operating a distinctive and sustainable school.
- Relationships – Developing and maintaining mutual trust and support.
- Nurturance – Caring for one another.

Cathedral High School is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Cathedral High School.

**(PLEASE PRINT)**

Position(s) applied for or type of work desired: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ E-mail Address (if applicable): \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Mobile Phone Number (if applicable): \_\_\_\_\_

▪ Type of employment desired: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary

▪ Date available to start work: \_\_\_\_\_

▪ How were you referred to Cathedral High School: \_\_\_\_\_

▪ Have you filed an application with Cathedral High School previously? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please give date: \_\_\_\_\_



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- Have you ever been employed with Cathedral High School previously?  Yes  No  
 If yes, please give date: \_\_\_\_\_
  
- Are you a baptized Catholic?  Yes  No  
 Are you currently a practicing Catholic?  Yes  No  
 If not, what is your religion of preference? \_\_\_\_\_  
 What is the name of your current parish? \_\_\_\_\_
  
- Can you submit proof of legal employment authorization and identity?  Yes  No
  
- If you are under 18 years of age, can you provide required proof of eligibility to work?  Yes  No
  
- Have you been convicted of a crime?  Yes  No  
 If yes, please explain (a conviction will not automatically disqualify employment).  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- Has a court ever placed you on probation for any offense?  Yes  No  
 If yes, please explain (an action may not automatically disqualify employment).  
 \_\_\_\_\_
  
- Are you able to travel, if required by the position?  Yes  No  
 Driver's license number (if driving is an essential job duty): \_\_\_\_\_

**Educational Experience:** Please complete the educational history section below. Do not list dates of attendance at each educational institution.

|  | High School | College/University (undergraduate) | College/University (graduate) | Professional/Technical Certification(s) |
|--|-------------|------------------------------------|-------------------------------|---|
| School Name and City/State   |             |                                    |                               |   |
| Diploma/Degree Earned  |             |                                    |                               |   |
| Course of Study  |             |                                    |                               |   |
| Specialized training, apprenticeship, skills or extra-curricular activities. |             |                                    |                               |   |
| List honors received, if applicable.   |             |                                    |                               |   |
| Information that may be helpful in considering your employment.              |             |                                    |                               |   |



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Indicate below all languages that you are able to speak, read and/or write:

|       | Fluent | Good | Fair |
|-------|--------|------|------|
| Speak |        |      |      |
| Read  |        |      |      |
| Write |        |      |      |

If you are applying for a teaching position, please complete the licensing information below:

- Do you hold an Indiana School Teaching License: \_\_\_\_ Yes \_\_\_\_ No  
If yes, for what grade level? \_\_\_\_ Elementary \_\_\_\_ Secondary  
Number of License: \_\_\_\_ Expiration Date: \_\_\_\_

**Employment Experience:** Please list all previous employers starting with your most recent employer and going back at least ten (10) years. Account for all periods, including unemployment and service in the U.S. Armed Forces. Also include relevant voluntary and/or part-time work experience. Use additional sheets of paper, if necessary.

- 1.) Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Final Hourly Rate/Salary: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
Name/Title of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
- 2.) Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Final Hourly Rate/Salary: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
Name/Title of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
- 3.) Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Final Hourly Rate/Salary: \_\_\_\_\_  
Job Title: \_\_\_\_\_



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Reason for Leaving: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

4.) Name of Organization: \_\_\_\_\_

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

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Final Hourly Rate/Salary: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

▪ Have you ever been terminated, not renewed or asked to resign by an employer? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain. \_\_\_\_\_

▪ Have you ever resigned to avoid termination or non-renewal? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain. \_\_\_\_\_

**Professional References:** Please list three individuals who are familiar with your professional work including your most recent employer.

1.) Name: \_\_\_\_\_ Title \_\_\_\_\_  
School/Organization \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_

2.) Name: \_\_\_\_\_ Title \_\_\_\_\_  
School/Organization \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_

3.) Name: \_\_\_\_\_ Title \_\_\_\_\_  
School/Organization \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_



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Professional organizations of which you are a member or involved (if applicable):

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**Additional Information:** Please complete the following questions, if applicable for the position for which you are applying. (Some questions may not be applicable for individuals applying for a staff position.)

- List any extra-curricular activities you participated in during college:

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- List any experience you have had working with youths of High School age:

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- List, in order of preference, the subjects that you are qualified to teach:

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- List the athletic and/or non-athletic activities that you are qualified and willing to coach or direct:

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- Describe the talents, skills and special qualifications you possess that will make you a successful employee at Cathedral High School.

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