Cathedral High School Employment Application

**Vision:** Cathedral High School, a Catholic institution in the Holy Cross tradition, 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 in the Holy Cross tradition, provides to a diverse group of students opportunities for spiritual, intellectual, social, emotional and physical growth through service and academic excellence.

**Core Values at Cathedral High School:** Holy Cross will grow like a mighty tree and constantly shoot forth new limbs whose branches will produce yet others. –Blessed Basil Moreau

|  |  |
| --- | --- |
| * Divine Providence
* Excellence
* Integrity
* Family
* Educating Hearts and Minds
 | * Hope
* Inclusiveness and Diversity
* Option for the Poor
* Zeal
 |

Please complete the following information:

|  |
| --- |
| **PERSONAL INFORMATION** |
| **Full Name** |       | **Date** |       |
| **Current Mailing Address** |       |
| **Telephone** |       | **Alternate Telephone** |       |
| **Email Address** |       |
| **Social Security Number** |       | **Referred By** |       |
| **Former Names** |       |

|  |
| --- |
| **EMPLOYMENT INFORMATION** |
| **Position For Which You Are Applying** |       |
| **Date Available to Begin** |       | **Expected Wage** |       |
| **Type of Employment Desired** | [ ]  Full-Time [ ]  Part-Time [ ]  Temporary | **Are you available to work overtime?** | **[ ]** Yes **[ ]**  No | **Are you eligible to work in the U.S.?** | **[ ]** Yes**[ ]**  No |

|  |
| --- |
| **Education** |
| **High School Name** | **City/State** | **Highest Year Completed** | **Diploma** | **Program** |
|       |       | **[ ]** 1 **[ ]** 3 **[ ]**  2 **[ ]**  4 |       |       |
| **College** | **City/State** | **Highest Year Completed** | **Degree** | **Major/Minor** |
|       |       | **[ ]** 1 **[ ]** 3 **[ ]**  2 **[ ]**  4+ |       |       |
| **College** | **City/State** | **Highest Year Completed** | **Degree** | **Major/Minor** |
|       |       | **[ ]** 1 **[ ]** 3 **[ ]**  2 **[ ]**  4+ |       |       |

|  |
| --- |
| **Licensure/Skills** |
| **If you are applying for a teaching position, do you hold an Indiana School Teaching License?**  | **[ ]** Yes **[ ]**  No**[ ]** N/A | **If yes, for what grade level?** | **[ ]** Elementary**[ ]**  Secondary | **License Number:** |       |
| **Expiration Date:** |       |
| **List current licenses/certifications that are relevant to the position for which you are applying** **(please provide copies)** |       |
| **List any training that is relevant to the position for which you are applying** |       |
| **List any skills and/or qualifications that are relevant to the position for which you are applying** |       |
| **List any languages that you are able to speak, read, and/or write.** |  | **Fluent** | **Good** | **Fair** |
| **Speak** |       |       |       |
| **Read** |       |       |       |
| **Write** |       |       |       |

|  |
| --- |
| **GENERAL INFORMATION** |
| **Have you ever been employed by Cathedral High School?** | **[ ]** Yes**[ ]** No | **If yes, give dates of employment** | From:       | To:       |
| **Do you have any friends or family who are currently employed by us?**  | **[ ]** Yes**[ ]** No | **If yes, what are their name(s)** |       |
| **How were you referred to Cathedral High School?** |       |
| **Are you baptized Catholic?** | **[ ]** Yes**[ ]** No | **Are you currently a practicing Catholic?** | **[ ]** Yes**[ ]** No |
| **If yes, what is the name of your parish? If no, what is your religion of preference?** |       |
| **Are you less than 18 years old?****(Proof of age may be required after a job offer)** | **[ ]** Yes**[ ]** No |
| **Are you able to travel if required by the position?** | **[ ]** Yes**[ ]** No | **Driver’s License Number:** |       |
| **Have you ever been convicted of a felony or misdemeanor? (A conviction does not constitute an automatic bar to employment)** | **[ ]** Yes**[ ]** No |
| **If yes, state the crimes(s), court(s), and sentence(s)** |       |
| **Have you ever been terminated, asked to resign from employment, or resigned from employment in lieu of termination?**  | **[ ]** Yes**[ ]** No  |
| **If yes, please explain.** |       |

|  |
| --- |
| **WORK EXPERIENCE** *(List all previous employers starting with your most recent and go back at least ten (10) years. Account for periods of unemployment, service in the U.S. Armed Forces, etc. Include relevant voluntary and/or part-time work experience. Use additional sheets of paper, if necessary.)* |
| **Organization #1**  |       | **Dates of Employment** | Start:       | End:       |
| **Address**  |       |
| **Position** |       | **Pay** | Start:        | End:       |
| **Supervisor’s Name** |       | **Telephone Number** |       |
| **Description** |       |
| **Reason for Leaving** |       | **Permission to Contact** | **[ ]** Yes**[ ]** No |
| **Organization #2**  |       | **Dates of Employment** | Start:       | End:       |
| **Address**  |       |
| **Position** |       | **Pay** | Start:        | End:       |
| **Supervisor’s Name** |       | **Telephone Number** |       |
| **Description** |       |
| **Reason for Leaving** |       | **Permission to Contact** | **[ ]** Yes**[ ]** No |
| **Organization #3**  |       | **Dates of Employment** | Start:       | End:       |
| **Address**  |       |
| **Position** |       | **Pay** | Start:        | End:       |
| **Supervisor’s Name** |       | **Telephone Number** |       |
| **Description** |       |
| **Reason for Leaving** |       | **Permission to Contact** | **[ ]** Yes**[ ]** No |
| **Organization #4**  |       | **Dates of Employment** | Start:       | End:       |
| **Address**  |       |
| **Position** |       | **Pay** | Start:        | End:       |
| **Supervisor’s Name** |       | **Telephone Number** |       |
| **Description** |       |
| **Reason for Leaving** |       | **Permission to Contact** | **[ ]** Yes**[ ]** No |
| **WORK REFERENCES** *(Please provide three* ***work-related*** *references, preferably past supervisors/managers.)* |
| **Reference 1** | **Name** | **Title** | **Phone** |
|  |       |       |       |
|  | **Organization** | **Years Known** | **Nature of Acquaintance** |
|  |       |       |       |
| **Reference 2** | **Name** | **Title** | **Phone** |
|  |       |       |       |
|  | **Organization** | **Years Known** | **Nature of Acquaintance** |
|  |       |       |       |
| **Reference 3** | **Name** | **Title** | **Phone** |
|  |       |       |       |
|  | **Organization** | **Years Known** | **Nature of Acquaintance** |
|  |       |       |       |

|  |
| --- |
| **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 professional organization to which you belong.** |       |
| **List any experience you have working with youths of High School age.** |       |
| **List in order of preference, subjects you are qualified to teach.** |       |
| **List athletic and/or non-athletic activities that you are qualified and willing to coach or direct.** |       |

|  |
| --- |
| **STatement by Applicant *(to be completed by faculty applicants only)*** |
| **Cathedral High School is a (1) religious school with emphasis on both (2) academic and (3) co-curricular excellence. Briefly describe how you could contribute to Cathedral’s excellence in all three areas. Use additional sheets of paper, if necessary.** |
|       |

|  |
| --- |
| TERMS AND CONDITIONS OF APPLICATION AND EMPLOYMENTPlease read the terms and conditions below, and check the box indicating you have read and understand them. |

|  |  |
| --- | --- |
| [ ]  | I hereby certify that the information provided on this application is true and complete. I understand and agree that any falsification or significant omissions on this application may result in not being hired or, if found out after employment, may be grounds for dismissal. I understand and agree that under the terms of employment with Cathedral High School, the employment relationship is terminable “at will” without notice or cause, unless set out in writing, dated, and executed by both parties. I understand that neither this document nor any offer of employment from Cathedral High School constitutes an employment contract. |
| [ ]  | I state and affirm that I am not currently obligated or bound under an employment contract or other agreement which would interfere with my ability to perform duties as an employee of Cathedral High School or any of its agencies. No person, partnership or corporation has a contractual right under any employment contract or other agreement to bring an action against me in the event that I accept employment with Cathedral High School.  |
| [ ]  | I hereby authorize Cathedral High School to investigate fully all information contained in this employment application and to investigate and compile any other information that may bear upon my suitability for employment. **I further authorize my past and present employers to furnish Cathedral High School with my records of employment and the reasons for my separation and any and all information those employers may possess concerning me. I further release Cathedral High School and/or its agents to make an independent investigation of criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application.** I release Cathedral High School from liability or damages for compiling such information. Additionally, I release any organization that provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources used. |
| [ ]  | I understand that any offer of employment may be contingent upon results from a criminal history check, drug screen, and my ability to comply with USCIS regulations establishing my identity and right to work in the United States. I understand that Cathedral High School is an Equal Employment Opportunity employer. Cathedral High School recruits and hires persons in all job titles without regard to race, sex, age, color, religion, national origin, disability, or other federal, state, or local protected classes. |
| [ ]  | I have read and understand the foregoing statements and accept the same as conditions of employment. |
| [ ]  | I understand that by filling out this application form, signing it below, and submitting it, I am completing an electronic signature and are bound by the terms and conditions, therein. I attest that my electronic signature will serve and have the same value as my handwritten signature. |

|  |  |
| --- | --- |
| **Applicant Signature** | **Date** |
|       |       |

****

**Applicant Voluntary**

**Self-Identification Form**

Cathedral High School is committed to hiring well-rounded and diversified candidates for

vacant positions. In order to ensure this commitment, we perform certain analyses about our applicant pool and ask that you voluntarily provide information related to your race, ethnicity, and gender.

The information you provide in no way affects your prospects for employment, and we do not use it in any employment decisions. In fact, we detach the information from your application, file it separately, and treat it confidentially. The information is, nonetheless, very important to us. For any statistical analysis to be meaningful, we must have information from as many applicants as possible, and it is just as important to collect this information from men and non-minorities as it is to obtain it from women and minorities.

1. To be considered for employment all applicants must complete the information requested in this box:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |       | **Date** |       |
| **Position Applying For** |       |

1. Completion of the information in the box below is **voluntary**. We will separate from the application any information we collect. We will not consider it in the employment decision, and we will maintain it in a confidential manner. The categories listed below are those used by the U.S. Census Bureau and the U.S. Department of Labor and are the only options available for federal reporting purposes.

|  |  |
| --- | --- |
| **Race or Ethnic Identity** | **Gender** |
| [ ]  Hispanic or Latino | [ ]  Male  |
| [ ]  White (not Hispanic or Latino) | [ ]  Female |
| [ ]  Black or African American (not Hispanic or Latino) |  |
| [ ]  Native Hawaiian or Pacific Islander (not Hispanic or Latino) |  |
| [ ]  Asian (not Hispanic or Latino) |  |
| [ ]  American Indian or Alaskan Native (not Hispanic or Latino) |  |
| [ ]  Two or more races (not Hispanic or Latino) |  |
| [ ]  I do not wish to self-identify |  |

I have voluntarily provided the above information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |       | **Date** |       |