

Application for Employment Catholic Diocese of Memphis

PLEASE PRINT

Position(s) Applied For _____ Date of Application ___/___/_____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone () _____ - _____ Social Security Number _____ - _____ - _____

If you are under 18, can you furnish a permit? () Yes () No

Have you ever been employed here, or by any other Catholic Diocese or related entity? If so, please list and provide a reference from the entity. () Yes () No _____

Are you legally eligible for employment in this country? _____ () Yes () No
(Proof of U.S. citizenship or immigration status will be required upon employment.)

Date available for work _____ / _____ / _____

Type of employment desired () Full Time () Part Time () Temporary () Seasonal

Are you able to meet the attendance requirements of the position? _____ () Yes () No

Have you been arrested for or convicted of a felony in the last seven (7) years? () Yes () No (Such arrest or conviction may be relevant if job related, but does not bar you from employment.)

If yes, please explain: _____

Drivers license number (if required by job) _____ State _____ Expiration ___/___/_____

Employment History

List your last employers, assignments or volunteer activities, starting with the most recent, including military experience. If necessary, add a supplemental sheet to include all job history. (Previous employers will be contacted.)

From	To	Employer	Telephone
_____	_____	_____	_____ () _____
Job Title		Address	

Immediate Supervisor and Title _____ summarize the nature of work performed and job responsibilities

Reason for leaving	Hourly Rate/Salary
	Start \$ Per Final \$ Per
_____	_____

From _____ To _____ Employer _____ Telephone _____
_____ () _____
Job Title _____ Address _____

Immediate Supervisor and Title _____ summarize the nature of work performed and job responsibilities

Reason for leaving _____ Hourly Rate/Salary _____
_____ Start \$ _____ Per _____ Final \$ _____ Per _____

From _____ To _____ Employer _____ Telephone _____
_____ () _____
Job Title _____ Address _____

Immediate Supervisor and Title _____ summarize the nature of work performed and job responsibilities

Reason for leaving _____ Hourly Rate/Salary _____
_____ Start \$ _____ Per _____ Final \$ _____ Per _____

From _____ To _____ Employer _____ Telephone _____
_____ () _____
Job Title _____ Address _____

Immediate Supervisor and Title _____ summarize the nature of work performed and job responsibilities

Reason for leaving _____ Hourly Rate/Salary _____
_____ Start \$ _____ Per _____ Final \$ _____ Per _____

From _____ To _____ Employer _____ Telephone _____
_____ () _____
Job Title _____ Address _____

Immediate Supervisor and Title _____ summarize the nature of work performed and job responsibilities

Reason for leaving _____ Hourly Rate/Salary _____
_____ Start \$ _____ Per _____ Final \$ _____ Per _____

From _____ To _____ Employer _____ Telephone _____
_____ () _____
Job Title _____ Address _____

Immediate Supervisor and Title _____ summarize the nature of work performed and job responsibilities

Reason for leaving _____ Hourly Rate/Salary _____

Start \$ Per Final \$ Per

Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with us.

Educational Background

<u>Name and Location</u>	<u>Years Completed</u>	<u>Did you Graduate?</u>		<u>Course of Study</u>
High School				
College		Major	Degree	
Other				

References:

Please provide the requested information for persons who are able to provide information about your work habits and who are not family members. You must provide two professional and one personal reference.

<u>Name and Address</u>	<u>Telephone</u>	<u>Years Known</u>
	Area Code () -	
	Area Code () -	
	Area Code () -	

APPLICANT'S CERTIFICATION STATEMENT

READ THE FOLLOWING CAREFULLY AND SIGN BELOW

1. I certify that the information contained in this application or made in conjunction with it, is true and correct, and any misrepresentation or omission of any detail will be grounds for disqualification from employment or dismissal, should I be employed, whenever the correct information becomes known to the Employer.
2. I understand that this application for employment does not constitute an offer of employment or a contract of employment. I understand that nothing in the oral statements or written statements directed to me during the application, interview, or, should I be employed, during the orientation period or during any subsequent period of employment creates any contract of employment and I have not relied and will not rely to my detriment on any statement that suggests employment is for a definite period. Statements expressed throughout the pre-employment and employment periods make no promise of employment for a definite period. Employment with the Employer is not by contract, express or implied. Furthermore, I understand that I or the Employer, if either chooses, at its will, regardless of the term of my wages or salary, may end the employment relationship at any time.
3. I understand that should I be employed I will be engaged in the educational ministry of the Catholic Church and that I will be expected to witness by my behavior, actions, and words a lifestyle consistent with the teachings of the Holy Roman Catholic Church.

4. I agree that, if employed, I will report to management any conduct which I believe constitutes unlawful harassment (based on sex, race, religion, color, national origin, age, or qualified disability) or physical or psychological abuse. I understand that there are no reprisals whatsoever for the good faith reporting of such conduct to management.

5. I understand that the Employer may perform a background check and that in some instances the background check may not be completed until after employment occurs. I understand that if I am employed and if a background check is completed after I am hired, and the results of that background check would have resulted in my disqualification from employment, I may be dismissed from employment after such information becomes known to the Employer. I authorize the Employer to investigate all statements contained in this application and hereby release former employers, the Employer, and any other involved party from any and all liability on account of furnishing such information to the Employer.

6. I understand that should I be employed no policies and procedures of the Employer (in whole or in part), do or will constitute a contract of employment. I understand that if hired, any and all Employer policies and procedures are subject to modification by the Employer with or without notice.

7. I understand that should I be employed I may be required to undergo testing for substance abuse following a workplace accident or injury, upon reasonable suspicion of substance abuse, or if otherwise required for the Employer compliance with law, regulation, or insurance purposes.

8. I understand that should I be employed I will be required to change work locations, job duties and work schedule as the Employer's management, in its sole discretion, may direct.

9. I understand that no representative of the Employer is authorized to change in any way any terms mentioned in this Certification Statement.

By signing below, I certify that I have read and understand the above and submit my application under these conditions.

Signature _____ Date _____

Application for Employment in the Catholic Diocese of Memphis Schools: Principal Supplement

Date of Application ____/____/____

Name _____
Last
First
Middle

Educator and Administrator Licensure

State	License type	Endorsement	Number	Date issued	Expiration date

Student Teaching Experience

School	Address	Dates	Grade/Subject

Additional References

Please provide two additional professional references and one clergy reference. This is in addition to the references provided on the Employment Application. In total, between the two sections, you will provide a total of six different references.

Name	Relationship	Address	Phone number (include area code)	Years known
<i>Professional reference:</i>				
<i>Professional reference:</i>				
<i>Clergy reference:</i>				

Required Attachments

Please attach the following to your application:

1. Personal response statements (see next page)
2. Copies of educator and administrator licensures (or an explanation of your eligibility to pursue and receive licensure)
3. Copies of transcripts from all colleges/universities and graduate schools attended
4. Resume
5. Letter of support from your current pastor

Personal Responses for Principal Candidates

Please respond briefly to the following questions:

1. What is your philosophy of Catholic education?
2. How will you know if you are succeeding as a principal?
3. How will you know if your teachers are succeeding?
4. You overhear a teacher speaking with a sixth-grade student in the hallway. The teacher says, “Look, I know you’re upset that you failed the Math test. I know you’re smarter than that. I am going to let you re-take the test next Wednesday, and then I know you’ll show me what you can really do.” The student replies, “Thanks a lot. I really appreciate that.” What are your thoughts about this conversation? What, if anything, would you say/do in response? [*Note: You are aware that the student is going through a particularly difficult time right now. His family lives in poverty. Recently, his mother has become ill, and his father has been incarcerated.*]
5. An upset parent comes to see you and tells you that her child is not being treated fairly by her teacher. How would you respond?
6. It is the beginning of the school year, and a new teacher is struggling mightily with her class. She comes to you crying and says, “They just aren’t getting it.” How would you respond?
7. Describe your knowledge about and experience in strategic planning and project management.
8. Describe your knowledge about and experience in administration/management and finance.
9. Please describe the kind of school that you would ideally prefer to lead (e.g. location, grade levels, socio-economic levels, etc.).

June 2011
February 2014