

St. Michael Catholic School

Employment Application

(Diocesan Form AC360)

Answering items marked with an * is optional. Otherwise, you are asked to complete all items.
 If an item does not apply to your situation, write "N/A".
 If more space is needed, please attach additional sheets.

Section 1: Personal

Check one: Mr. Miss Deacon Requesting: full time
 Dr. Mrs. Brother part time
 Ms. Sister Priest

_____ Last name _____ First name _____ Middle name
 _____ Address: number, street, city, state, zip (_____) _____ Phone
 _____ Religion (Religion is a bona fide requirement and meets requirements of federal law)*

Section 2: Church and Community Involvement

List your recent church and community involvement, both volunteer and paid:

Section 3: Education

List your own education background beginning with the most recent degree earned:

Name of school, with city and state	Level of degree	Date degree was conferred

Practicum or student teaching:

_____	_____	_____	_____
School(s)	Supervising teacher(s)	Date	Grade/subject
_____	_____	_____	_____
School(s)	Supervising teacher(s)	Date	Grade/subject

Teaching License:

_____	_____	_____
Type of license	Content area	License number
_____	_____	_____
Issuing state or agency	Date issued	Date expires

Workshops, seminars, internships, grants or summer programs you participated in during the last five years which are not part of a degree program:

_____	_____	_____	_____
Program/place	Sponsor	Date(s)	Field
_____	_____	_____	_____
Program/place	Sponsor	Date(s)	Field
_____	_____	_____	_____
Program/place	Sponsor	Date(s)	Field

List your professional association membership(s):

Section 4: Employment History and Extra-Curricular Involvement

List relevant prior positions below, putting most recent/current employment first:

School/organization	Your position/title	City and state	Date started	Date ended

If you've worked in a school before, list extra-curricular activities that you have sponsored/coached:

Reason(s) for leaving your present (or most recent) employment:

How soon will you be available to begin employment at Saint Michael? _____

Section 5: Professional References

List three persons (not family members) who are able to discuss your qualifications for this position:

Name	Phone	Professional relationship to you

Section 6: Criminal History and Authorization

To be considered for a position, you must answer the following questions:

Have you been charged with, accused of, or convicted of child abuse? YES NO

Are you under the age of 18? YES NO

And you unable to legally work in the United States? YES NO

Have you ever been convicted of a felony? YES NO

If you answered YES to any of the above questions, please explain:

Section 7: Handwritten Responses

Answer the following questions on a separate piece of paper **in your own handwriting**, not typed. Your combined responses should not exceed two pages in length.

1. What is your vision of Catholic education?
2. What do you feel are the gifts you can offer our students?
3. Why do you want to work at St. Michael Catholic School?

I attest that information provided on this application and its attachments is true, complete and accurate. I understand that any falsification of information (by omission or commission) may, at any time, cause termination of my application or, if already employed, termination of my employment. I am aware that to be considered for employment, I will be the subject of a criminal history check.

Full P-R-I-N-T-E-D name

Signature

Date

Please attach your résumé, relevant college transcript(s), and letters of recommendation.