



## EDUCATION

Type	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
College/Graduate/ Professional				
Other (specify)				

**Credential** (Include title and state of issuance, date issued, and expiration date.)

### Professional Memberships

## PREVIOUS EMPLOYMENT

Please list the names of your previous employers in chronological order with present or last employer listed first. Immediate supervisors' names and contact information are required. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give company name and supply business references. You may add additional pages if necessary.

May we contact the employers listed below? Yes      No

	Employment Dates	Your Title/Position	Exact Reason for Leaving
_____ Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone	_____ From (Month/Year) _____ To (Month/Year)	_____ Name & Number of Immediate Supervisor	

**PREVIOUS EMPLOYMENT (CONT.)**

<p>_____ Previous Employer</p> <p>_____ Address</p> <p>_____ City, State, Zip Code</p> <p>_____ Telephone</p>	<p><b>Employment Dates</b></p> <p>_____ From (Month/Year)</p> <p>_____ To (Month/Year)</p>	<p><b>Your Title/Position</b></p>  <p><b>Name &amp; Number of Immediate Supervisor</b></p>	<p><b>Exact Reason for Leaving</b></p>
<p>_____ Previous Employer</p> <p>_____ Address</p> <p>_____ City, State, Zip Code</p> <p>_____ Telephone</p>	<p><b>Employment Dates</b></p> <p>_____ From (Month/Year)</p> <p>_____ To (Month/Year)</p>	<p><b>Your Title/Position</b></p>  <p><b>Name &amp; Number of Immediate Supervisor</b></p>	<p><b>Exact Reason for Leaving</b></p>
<p>_____ Previous Employer</p> <p>_____ Address</p> <p>_____ City, State, Zip Code</p> <p>_____ Telephone</p>	<p><b>Employment Dates</b></p> <p>_____ From (Month/Year)</p> <p>_____ To (Month/Year)</p>	<p><b>Your Title/Position</b></p>  <p><b>Name &amp; Number of Immediate Supervisor</b></p>	<p><b>Exact Reason for Leaving</b></p>
<p>_____ Previous Employer</p> <p>_____ Address</p> <p>_____ City, State, Zip Code</p> <p>_____ Telephone</p>	<p><b>Employment Dates</b></p> <p>_____ From (Month/Year)</p> <p>_____ To (Month/Year)</p>	<p><b>Your Title/Position</b></p>  <p><b>Name &amp; Number of Immediate Supervisor</b></p>	<p><b>Exact Reason for Leaving</b></p>

PREVIOUS EMPLOYMENT (CONT.)

Have you already signed a contract for next year with any other institution? Yes      No

What is your salary expectation for this position? (Required) \_\_\_\_\_

Have you ever had a credential or work license denied, suspended, or revoked? Yes      No  
 If yes, please give date(s) and explain:

\_\_\_\_\_

Have you ever been suspended, dismissed, or asked to resign from any job? Yes      No  
 If yes, please give date(s) and explain:

\_\_\_\_\_

Have you ever been accused of harassment, discrimination, child abuse or similar conduct? Yes      No  
 If yes, please give date(s) and explain:

\_\_\_\_\_

Are you currently out on bail or on your own recognizance pending trial? Yes      No  
 If yes, please give date(s) and explain:

\_\_\_\_\_

PERSONAL REFERENCES

Please provide three references who are qualified to speak on behalf of your character and/or qualifications.

Name	Position	Organization/Relation	Phone	Email

## JSERRA MISSION AND FIVE PILLARS OF EXCELLENCE

JSerra Catholic High School employs persons of varying religious affiliations and faith backgrounds. We understand and respect that each applicant is at a different stage in his or her spiritual growth. The following questions help us to get a sense of your spiritual journey and how you envision your unique contribution to our school's mission and alignment with our five pillars of excellence.

Having read the JSerra Mission and Philosophy Statements and the Five Pillars of Excellence, I am able to give them my wholehearted support in the position for which I am applying. Yes      No

I believe in God and would be comfortable working in an environment where He is at the center of campus life. Yes      No

I regularly strive to foster a relationship with God through (check all that apply):

Daily Prayer      Outreach to the poor      Small faith sharing groups  
Bible Study      Attending retreats

My attendance at Mass or church service would best be characterized as:

Weekly      Not weekly, but often      Infrequent

I would characterize my familiarity with the Catholic faith as:

Not at all Familiar      Slightly Familiar      Somewhat Familiar      Very Familiar

I understand that while I am employed at JSerra I may not live in any situation or relationship which conflicts with the teachings of the Catholic Church. Yes      No

### ESSAY

Please provide a maximum one-page typed response to the following prompt:

*Having reflected on our Mission and Philosophy Statements and Five Pillars which articulate our core identity, name ways in which JSerra's values align with your own personal values and then explain in what specific ways you anticipate supporting and advancing our school's mission.*

## DISCLOSURE AND AUTHORIZATION FOR CONSUMER SOCIAL MEDIA BACKGROUND CHECK

Please visit \_\_\_\_\_ for the Disclosure Regarding Background Investigation and a summary of your rights under the Fair Credit Reporting Act.

### ACKNOWLEDGMENT, AUTHORIZATION, AND CERTIFICATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by JSerra at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance School to furnish any and all background information requested by Social Intelligence Corp (SIC), 735 State Street, Suite 600, Santa Barbara, CA 93101, another outside organization or JSerra itself. I agree a fax, electronic or photographic copy of this form shall be as valid as the original.

Minnesota and Oklahoma applicants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the School.

California applicants only: Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by JSerra whenever you have a right to receive such a copy under California law.

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. I authorize investigation of all statements contained in this application. My permission is hereby given to contact any person or organization listed as a current or previous employer and/or my immediate supervisor.

By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### ADDITIONAL DOCUMENTATION

Along with this completed application, include the following:

1. Cover letter
2. Current résumé or curriculum vitae
3. Essay
4. Letter(s) of recommendation from current (preferred) or previous employer(s)
5. College transcripts (unofficial transcripts are acceptable)\*

*\*Faculty Positions Only*

**Email completed application and attachments as a separate PDF's to [employment@jserra.org](mailto:employment@jserra.org).**

**Mailed or delivered copies will not be considered.**