



JSERRA CATHOLIC HIGH SCHOOL

APPLICATION FOR EMPLOYMENT

Date: _____

Please check all that apply:

Full-time

Part-time

Temporary/Seasonal

Please check all that apply:

Faculty

Staff

Coach or Club Moderator

APPLICATION INFORMATION

Position(s) Applying For: _____

For Faculty Positions

Areas of Competency:

English

Fine Arts

Math

Physical Education

Science

Social Studies

Theology

World Languages (specify): _____

When are you able to interview? _____

When could you begin working at JSerra? _____

How did you hear about this position? _____

PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle)

Current Address: _____
(Street) (City) (State) (Zip)

How long have you lived at this address? _____

Email Address: _____

Best Contact Number: _____ Religion: _____

Please list any other names that you have used: _____

If hired, can you submit proof that you are over the age of 18 and able to work in the U.S.? Yes No

Do you now, or will you in the future, require immigration sponsorship for work authorization? Yes No
(e.g. H-1B, if hired, verification will be required consistent with federal law.)

Can you perform the essential functions of the positions you are applying for? Yes No
(If no, please explain in an attached statement.)

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	From (Month/Year)	Name & Number of Immediate Supervisor	
City, State, Zip Code	To (Month/Year)		
Telephone			

PREVIOUS EMPLOYMENT (CONT.)

<p>_____</p> <p>Previous Employer</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City, State, Zip Code</p> <p>_____</p> <p>Telephone</p>	<p style="text-align: center;">Employment Dates</p> <p>_____</p> <p style="text-align: center;">From (Month/Year)</p> <p>_____</p> <p style="text-align: center;">To (Month/Year)</p>	<p style="text-align: center;">Your Title/Position</p> <p style="text-align: center;">Name & Number of Immediate Supervisor</p>	<p style="text-align: center;">Exact Reason for Leaving</p>
<p>_____</p> <p>Previous Employer</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City, State, Zip Code</p> <p>_____</p> <p>Telephone</p>	<p style="text-align: center;">Employment Dates</p> <p>_____</p> <p style="text-align: center;">From (Month/Year)</p> <p>_____</p> <p style="text-align: center;">To (Month/Year)</p>	<p style="text-align: center;">Your Title/Position</p> <p style="text-align: center;">Name & Number of Immediate Supervisor</p>	<p style="text-align: center;">Exact Reason for Leaving</p>
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<p>_____</p> <p>Previous Employer</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City, State, Zip Code</p> <p>_____</p> <p>Telephone</p>	<p style="text-align: center;">Employment Dates</p> <p>_____</p> <p style="text-align: center;">From (Month/Year)</p> <p>_____</p> <p style="text-align: center;">To (Month/Year)</p>	<p style="text-align: center;">Your Title/Position</p> <p style="text-align: center;">Name & Number of Immediate Supervisor</p>	<p style="text-align: center;">Exact Reason for Leaving</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:

PROFESSIONAL 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 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, how you envision your unique contribution to our school's mission, and your alignment with our five pillars of excellence.

Having read the above, I am able to give these principles 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 Christ 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:

- More than once per week
- Weekly
- Not weekly, but often
- Infrequent
- Never

I would characterize my familiarity with the Catholic faith as:

- Not at all familiar
- Slightly familiar
- Somewhat familiar
- Very familiar

I understand that while 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.

ACKNOWLEDGMENT

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed by Employer and any such information is later found to be false or incomplete in any respect, I may be dismissed.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by Employer at any time and for any reason whatsoever, with or without good cause at the option of either Employer or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing signed by the Chief Executive Officer of Employer, or another individual who has any authority to make any agreements contrary to the foregoing. This agreement is the entire agreement between Employer and the undersigned regarding the rights of Employer and the undersigned to terminate employment with or without good cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of the undersigned and Employer.

I hereby acknowledge that I have read the above statements and understand the same. If you have any questions regarding these statements, please ask an Employer representative before signing. **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENTS AND AGREEMENT.**

Signature of Applicant

Date

ADDITIONAL DOCUMENTATION

Along with this completed application, include the following:

1. Cover letter indicating position of interest and potential fit within JSerra culture
2. Current résumé
3. Essay

For Teaching Position, applicants must also provide:

4. Letter(s) of recommendation from current (preferred) or previous supervisor(s) (minimum of two)
5. College transcripts

Email completed application and attachments as separate PDFs to employment@jserra.org.

Mailed or delivered copies will not be considered.



JSERRA

CATHOLIC HIGH SCHOOL

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

The Equal Employment Opportunity Commission (EEOC) requires all private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least \$50,000 to invite applicants to self-identify gender and race and complete an EEO-1 report each year. Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department.

Please return completed forms to the HR department.

NAME: _____

JOB TITLE: _____

DATE COMPLETED: _____

GENDER:

(Please check one of the options below)

Male Female Decline to self identify

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

I do not wish to disclose.

COMPLETION IS VOLUNTARY



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DISCLOSURE AND AUTHORIZATION

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

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.

Signature of Applicant

Date

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.

Signature of Applicant

Date

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

Signature of Applicant

Date