



An Equal Opportunity Employer

St. Boniface School

Employment Application For School Certified Staff

(School Administrators, Teachers, Substitute Teachers, Part-time Teachers)

Thank you for your interest in employment as an educator with us. We are an equal opportunity employer that will not discriminate on the basis of sex, race, age, national origin, disability, sexual orientation, arrest record, religion, or any other category protected by law. With respect to religion and sexual orientation, as permitted by law, we reserve the right to exercise discretion in employment decisions to employ persons who share and are committed to the values and mission of the Catholic Church. The information gathered in this application is designed to help us provide the highest quality Catholic education for students enrolled in our school and to assist us in providing a safe and secure environment. Please read the statements below, date and sign.

I understand and agree that:

1. I certify that all information furnished by me in this application is complete, true and correct to the best of my knowledge. I understand that falsification of information including omission of any information sought may lead to refusal to hire me, withdrawal of an employment offer, or termination of my employment.
2. I hereby authorize the employer conduct a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers or oral interviews and obtain additional information relating to my background. I authorize all schools, companies, corporations, law enforcement agencies to supply information concerning my background including but not limited to criminal records, motor vehicle records, education and employment verification, (past and present), reference checks and military service verification. I specifically waive written notice of such disclosures from my former employers. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
3. I agree to observe all of the guidelines and policies for the employer where I am applying.
4. I understand that the school has a zero tolerance for abuse and takes all allegations of physical or sexual abuse seriously. I further understand that the school cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.
5. I understand that if I am hired, I will be required to sign an employment contract and that contract will set forth the terms and conditions of my employment.
6. I understand that this is an application for employment and that no offer of employment is being made at this time. If I am offered and accept employment, the duration, terms and conditions will be set forth in a written contract. I understand this application is good only for ninety, (90), days from today's date. If I still desire a position after this application expires, it will be my responsibility to fill out a new application. Otherwise I will not be considered for employment after this application expires.
7. I understand I can withdraw from the application process at any time.

APPLICANT NAME

I have read and understood the above statement.

Signature _____ Date: ____/____/____

Application for Employment—School Certified Staff

IMPORTANT: Please Take Extra Care To Make Your Entries Very Clear and Easy to Read.

Name(Please Print): Last		First		MI	
Maiden and/or Former Name(s)				Social Security Number	
Drivers License #		State	Email (Home)		Today's Date
Current Address		City	State	Zip Code	
How Long have you lived there?		Why did you move?			
Last Address		City	State	Zip Code	
Home Phone:		Work Phone:		Cell Phone:	
<p>Have you had Protecting God's Children? Yes No</p> <p>Is so, where? _____ When? _____</p>					
<p>Have you applied here before? Yes No If yes, what year? _____</p>					
Date/Days Available for Employment					
<p>What religion do you practice? _____</p> <p>What parish do you belong to? _____</p> <p>How long have you been a member: _____ (months/years) Are you an active member? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>					

EDUCATION	Name & Location	Years Completed	Major Course	Degree
High School				
College				
College				
Type of Certification		State held	Expiration Date	
Endorsements (if applicable)			Preferred Grades:	

Do you have access to transportation which will enable you to get to and from work? Yes No

Have you been convicted or plead guilty to a misdemeanor or any offense that involves embezzlement, fraud, stealing, robbery, violence or physical or sexual assault, abuse, neglect or misconduct in any form ? Yes No

If yes, explain

*Convictions that have been legally sealed or expunged and arrests should not be disclosed. While a conviction record is considered, it is not automatic grounds for rejecting an application for employment. Circumstances surrounding the conviction are considered.

Have you been convicted or plead guilty to a felony in the following categories within the last ten years?

Yes No **If yes, explain**

Narcotics offense to include the (1) Cannabis Control Act, (2) Illinois Controlled Substance Act, (3) Methamphetamine Control and Community Protection Act, or (4) any attempt to commit any of the offenses listed in items (1) through (3). Any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in this State would have been punishable as one or more of the offenses listed in items (1) through (4) above. Sex offense as defined in in Sections 11-6, 11-9 through 11-9,5 inclusive, and 11-30 of the Criminal Code (CC) of 1961 or the CC of 2012; Sections 11-14 through 11-21, inclusive of the CC of 1961 or the CC of 2012; Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the CC of 1961 or the CC of 2012; and Sections 11-1-20, 11-1-30, 11-1-40, 11-1-50, 11-1-60, 12-4-9, 12-12, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, and 12C-45 of the CC of 1961 or the CC of 2012; Conviction of sexual or physical abuse of any minor under 18 years of age; Conviction for committing attempted first degree murder or for committing or attempting to commit first degree murder or a Class X felony.

*Convictions that have been legally sealed or expunged and arrests should not be disclosed. While a conviction record is considered, it is not automatic grounds for rejecting an application for employment. Circumstances surrounding the conviction are considered.

• Do you have any commitment to another employer that might affect your employment with the parish, school, agency or institution in the Diocese of Springfield in Illinois? Yes No

• Are you currently eligible to work in the United States? Yes No

• Are you presently employed? Yes No

• Have you had any disciplinary action taken against you at any job? Yes No

If yes, where, what and why?

• In the last ten years, how many times have you been fired or asked to resign?

Over 10 times 6-10 times 4-5 times 2-3 times Once Never

• Have you ever been discharged from a position for making threats, fighting, or any incidents involving violence? Yes No

Describe all job situations in which you were fired or asked to resign:

List all employment in the last 10 years regardless of length of employment, *starting with the most recent or current*.
 Explain any gaps in employment in the section provided. If more space is needed please provide a separate sheet of paper.

Started ____/____/____ Ended ____/____/____	Employer Name	City & State	Immediate Supervisor
Position Held		Reason For Leaving	
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone No. : ()	
Started ____/____/____ Ended ____/____/____	Employer Name	City & State	Immediate Supervisor
Position Held		Reason For Leaving	
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone No. : ()	
Started ____/____/____ Ended ____/____/____	Employer Name	City & State	Immediate Supervisor
Position Held		Reason For Leaving	
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone No. : ()	
Started ____/____/____ Ended ____/____/____	Employer Name	City & State	Immediate Supervisor
Position Held		Reason For Leaving	
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone No. : ()	

REFERENCES Professional/Academic	Name	Phone # :
	Address	
		Position:
		How long have you known this person:

Expectations of both Catholics and Non-Catholics:

In this age of ambiguity, we want to be very clear about our Church affiliation requirements for teaching in a Catholic school. To meet Church affiliation requirements we are asking you to complete this form as a part of your application process. Please note, the requirements for employment include, but are not limited to, the standards referred to in the questionnaire. If you are called for an interview, other areas will be explored. The employer will also want to discuss the level of your knowledge of and commitment to your faith.

Standards necessary to teach in a Catholic school in the Catholic Diocese of Springfield in Illinois include but are not limited to the following expectations:

- ◆ Conduct a lifestyle which is consistent with Catholic moral standards and avoiding those which are inconsistent, keeping in mind all human beings are to be accepted with respect, compassion and dignity in accordance with the catechism of the Catholic Church. For example: remarriage without annulment, co-habitation without valid marriage, and practicing or avowed homosexuality are not acceptable.
- ◆ Living a moral life either as a single person or being validly married and observing fully the obligations of that state of life.
- ◆ Willingness to be part of the faith community of the school (i.e. attend liturgies and pray with students and staff).
- ◆ Understanding Catholic moral standards and doctrine and supporting them when called to do so.
- ◆ Understanding and accepting Catholic social justice teachings and supporting them when called to do so.
- ◆ Teaching or advocating Scriptural interpretations consistent with the teaching of the Catholic Church and avoiding those which are inconsistent.
- ◆ Teaching or advocating a moral stance consistent with Catholic teachings and avoiding those which are inconsistent: For example: teaching or advocating abortion, sterilization or contraceptive techniques is not acceptable.
- ◆ Public dissent from any official teaching of the Catholic Church is not acceptable.
- ◆ Willingness to promote the Catholic faith development of the students.

ADDITIONAL EXPECTATIONS OF CATHOLICS:

- ◆ Conduct and lifestyle which are consistent with Catholic doctrine (as well as morality) and avoiding those which are inconsistent.
- ◆ Regular attendance at Sunday liturgy and financial support of one's parish.

Are you willing to abide by these stipulations? _____

Signature

Date _____