



**St. JOHN PAUL II CATHOLIC SCHOOLS NETWORK
GENERAL APPLICATION**

St. John Paul II Catholic Schools Network (JP II Catholic Schools) does not discriminate on the basis of race, color, national origin, age, sex, disability, or military service. JP II Catholic Schools does reserve the right to employ those who can best advance its Catholic Mission. Please inform the Admin. Assistant in advance of any accommodations you may need to participate in our application process.

PERSONAL

LAST NAME			FIRST	MIDDLE	DATE
STREET ADDRESS					HOME PHONE () --
CITY, STATE, ZIP					OTHER PHONE () --
HAE YOU EVER APPLIED FOR EMPLOYMENT WITH US? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IF YES, MONTH AND YEAR			LOCATION:		
POSITION DESIRED					PAY EXPECTED
APART FROM ABSNCE FOR RELIGIOUS OBERVANCE, ARE YOU AVAILABLE FOR FULL-TIME WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NOT, WHAT HOURS CAN YOU WORK					WILL YOU WORK OVERTIME IF ASKED? <input type="checkbox"/> YES <input type="checkbox"/> NO
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO					WHEN WILL YOU BE AVAILABLE TO BEGIN WORK?
OTHER SPECIAL TRAINING OR SKILLS (LANGUAGES, MACHINE OPERATIONS, ETC.)					
HOW DID YOU LEARN OF OUR ORGANIZATION?					RELIGION PREFERENCES: PARISH:
HAVE YOU EVER BEEN CONVICTED OF A CRIM IN THE PAST TEN YEARS, EXCLUDING MISDEMEANORS AND SUMMARY OFFENSES, WHICH HAS NOT BEEN ANULLED, EXPUNGED OR SEALED BY A COURT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DESCRIBE IN FULL:					

EDUCATION AND TRAINING

EDUCATION	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
COLLEGE/ VOCATIONAL SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO	
HIGH SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO	
ELEMENTARY				<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER				<input type="checkbox"/> YES <input type="checkbox"/> NO	

REFERENCES

Include supervisors other than those listed in employment history (e.g. pastor, character references, etc.)

NAME	POSITION/COMPANY	ADDRESS	PHONE NUMBER
1)			() --
2)			() --
3)			() --

EMPLOYMENT HISTORY

Beginning with the present or most recent employer, give a complete full-time employment record.

COMPANY NAME	TELEPHONE () --
ADDRESS	EMPLOYED (STATE Month and Year) FROM TO
STATE JOB TITLE AND DESCRIBE YOUR WORK	SUPERVISOR:
	REASON FOR LEAVING:

COMPANY NAME	TELEPHONE () --
ADDRESS	EMPLOYED (STATE Month and Year) FROM TO
STATE JOB TITLE AND DESCRIBE YOUR WORK	SUPERVISOR:
	REASON FOR LEAVING:

COMPANY NAME	TELEPHONE () --
ADDRESS	EMPLOYED (STATE Month and Year) FROM TO
STATE JOB TITLE AND DESCRIBE YOUR WORK	SUPERVISOR:
	REASON FOR LEAVING:

MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? PLEASE INDICATE BELOW THOSE YOU DO NOT WANT US TO CONTACT.	
DO NOT CONTACT:	EMPLOYER:
	REASON:

SIGNATURE AND AUTHORIZATION

ACCEPTANCE OF THIS APPLICATION BY JP II CATHOLIC SCHOOLS AFFORDS THE APPLICANT NO ASSURANCE OF EVENTUAL EMPLOYMENT. IF YOU RECEIVE A CONDITIONAL OFFER OF EMPLOYMENT, YOU WILL BE REQUIRED TO VERIFY THAT YOU CAN PERFORM ESSENTIAL JOB FUNCTIONS, YOUR ABILITY TO LEGALLY ACCEPT EMPLOYMENT IN THE UNITED STATES, AND TO HAVE BACKGROUND INVESTIGATIONS, INCLUDING CRIMINAL RECORD AND CONTACTING FORMER EMPLOYERS. EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH REASONABLE NOTICE, WITH OR WITHOUT CASUE, AT ANY TIME BY JP II CATHOLIC SCHOOLS.

I HAVE READ THE FOREGOING INSTRUCTIONS AND QUESTIONS AND MY ANSWERS ARE TURE AND CORRECT. I HAVE NOT KNOWLINGLY MISREPRESENTED OR WITHHELD ANY FACT OR CIRCUMSTANCE THAT WOULD, IF DISCLOSED, AFFECT MY APPLICATION UNFAVORABLY.

SIGNATURE OF APPLICANT

DATE

HUMAN RESOURCES ONLY	
INTERVIEWED BY:	DATE: