



Application for Education Employment/Administration

Date of Application: _____	Position for which you are applying: _____
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Are you currently under contract for next year? Yes No If yes, where? _____

Name: _____ Home Phone: (____) _____
Last First MI

Address: _____ Cell Phone: (____) _____
Street Apt #

_____ E-mail: _____
City State Zip

In what subject areas are you qualified to teach? Please list below:

Do you have an ESL endorsement? Yes No Bilingual endorsement? Yes No
 If "yes" to either question, which language(s)? _____

Sport or Student Activity you would feel qualified to coach or supervise? _____

Education

	Name of School	City & State	Major/Minor	Yrs Attended	Degree?
Secondary Education					
College / University					
College / University					
Additional Training?					

Licensing / Certificates

Do you have an Iowa teaching certificate / endorsement?
 Yes (Iowa folder #: _____) No
 If "no", have you applied for an Iowa teaching certificate / endorsement? Yes No

Additional Certificates / Licenses held or applied for:

Type	State	Expiration Date

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Have you ever been denied a teacher's/administrator's certificate/license or had your teacher's/administrator's certificate/license suspended or revoked? Yes No If "yes", what action was taken? Denied Suspended Revoked

Which State(s)? _____ Please explain: _____

Employment Experience

Please complete this section even if a resume is being submitted

1	Current or most recent employer:	Telephone:
	Address:	Start date (month & year):
	Supervisor's name & Title:	End date (month & year):
	Describe your work:	Position title:
		Ending salary:
Reason for leaving:	May we contact this employer? Yes or No	
2	Former employer	Telephone:
	Address:	Start date (month & year):
	Supervisor's name & Title:	End date (month & year):
	Describe your work:	Position title:
		Ending salary:
Reason for leaving:	May we contact this employer? Yes or No	
3	Former employer	Telephone:
	Address:	Start date (month & year):
	Supervisor's name & Title:	End date (month & year):
	Describe your work:	Position title:
		Ending salary:
Reason for leaving:	May we contact this employer? Yes or No	

Volunteer Experience:

Please explain any gaps in your employment history: _____

Have you ever been terminated or asked to resign from a job? Yes No Please explain: _____

Educational honors, extra-curricular activities, professional societies or other information that you believe is related to your ability to perform the job for which you are applying: _____

If hired, can you provide documentation of your legal right to work in the United States: Yes No

Have you been employed previously with a school operated by the Diocese of Sioux City? Yes No

If so, when & in what position? _____

Do you have any relatives or friends working at this school: Yes No If yes, please name: _____

Have you ever been convicted of a felony or misdemeanor offense (exclude traffic violations)? Yes No
If yes, please explain the circumstances: _____

Conviction does not automatically disqualify an applicant for a particular job. The type and seriousness of the crime, the frequency of the violation, the applicant's age at the time of conviction, the date of the conviction or time elapsed since the conviction or completion of any jail sentence, and the applicant's entire work and educational history, as well as work references and recommendations, will be considered. It is the policy of the Bishop Heelan Catholic Schools (Diocese of Sioux City) to conduct a criminal background check, including a check of sex offender registries, on all employees prior to employment.

Military Experience: Branch _____ Rank _____ Years of Service _____

Professional References

Please list 3 people who have knowledge of your teaching/professional experiences.

Name		Title	Employer / City	Daytime phone
First	Last			

Applicant's Statement:

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including a criminal background check.

Bishop Heelan Catholic Schools is in compliance with the laws of the state of Iowa with regard to "employment at will". I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct, unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application, resume and/or interview(s) may result in discharge. In addition, I understand that this employer is an entity owned and operated by the Roman Catholic Diocese of Sioux City. Given that Bishop Heelan Catholic Schools is a religious organization whose mission is the promulgation of Catholic teachings and ideals, I agree, if hired, to be respectful of the Catholic Church and its teachings and to comply with the moral standards of the Roman Catholic Church. Therefore, I will refrain from any conduct or lifestyle that is in contradiction to Catholic social doctrine or morals including, but not limited to: cohabitation outside of marriage; sexual activity outside of wedlock; same-sex sexual activity; use of abortion; use of surrogate mother; advocacy (defined as presenting or promoting as acceptable) for conduct, lifestyle, positions, policies, programs, causes or movements in contradiction to Catholic social doctrine or morals; and/or flagrant deceit or dishonesty.

Applicant's Signature

Date Signed