



BISHOP HEELAN CATHOLIC SCHOOLS

A LIFETIME ADVANTAGE

General Application for Employment

Date of Application: _____	Position for which you are applying: _____	Please circle: full-time or part-time
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Name: _____ Home Phone: (____) _____
Last First MI

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

_____ E-mail: _____
City State Zip

Salary desired: _____ Date Available: _____

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

Have you been previously employed by Bishop Heelan Catholic Schools? Yes No

If so, when & in what position? _____

Do you have any relatives or friends working within the district? 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. Type and seriousness of the crime, frequency of the violation, applicant's age at the time of conviction, date of the conviction or time elapsed since the conviction or completion of any jail sentence, and applicant's entire work and educational history, as well as employment 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 on all employees prior to employment.

Education

(Please circle highest level completed)

Years completed	High School					College				Grad School / Professional			
	9	10	11	12	GED	1	2	3	4	1	2	3	4
School Name													
School City													
Describe Major(s) or any special training:													

Specialized Skills

Software: _____ Proficiency level _____

	MS Word	
	Excel	
	MS Access	
	PowerPoint	
	Publisher	

Other: (List) _____

Typing Speed: _____ wpm

Language(s): _____

Written? _____ Spoken? _____

Licenses Held? _____

Additional skills applicable to this position? _____

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: _____

Military Experience: Branch _____ Rank _____ Years of Service _____

Professional References

Please list 3 people who have knowledge of your professional and/or work experiences. (Not including former supervisors)

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. 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 Catholic Church. 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