

**APPLICATION FOR EMPLOYMENT  
MOUNT CARMEL ACADEMY**

DATE OF APPLICATION: \_\_\_\_\_ POSITION APPLIED FOR: Please print all information requested  
except signature

**SECTION I: PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (Apt) (City) (State) (Zip)

Contact Information: (\_\_\_\_) (\_\_\_\_) \_\_\_\_\_  
Home Telephone Cellular Telephone Email Address

Are you currently employed:  Yes  No If yes, may we contact your employer?  Yes  No

Are you a citizen of the United States?  Yes  No If not, do you have a valid work permit?  Yes  No

Date You are available for work? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  Yes  No

If yes, explain the number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offenses(s) was/were committed, sentence(s) imposed, type(s) of rehabilitation: \_\_\_\_\_

**SECTION II: EDUCATIONAL BACKGROUND (please use additional sheets, if you need more space)**

NAME OF HIGH SCHOOL \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

NAME OF COLLEGE/UNIVERSITY \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

NAME OF GRADUTATE/PROFESSIONAL SCHOOL \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree Received/Date \_\_\_\_\_ Major \_\_\_\_\_

Doctoral Dissertation:  Yes  No If yes, title and topic \_\_\_\_\_

Masters' Thesis:  Yes  No If Yes, title and topic \_\_\_\_\_

NAME OF GRADUTATE/PROFESSIONAL SCHOOL \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree Received/Date \_\_\_\_\_ Major \_\_\_\_\_

Doctoral Dissertation:  Yes  No If yes, title and topic \_\_\_\_\_

Masters' Thesis:  Yes  No If Yes, title and topic \_\_\_\_\_

OTHER EDUCATION OR CERTIFICATION: \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Attended: \_\_\_\_\_ License Received/Date \_\_\_\_\_ Major \_\_\_\_\_

Special Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER EDUCATION OR CERTIFICATION: \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Attended: \_\_\_\_\_ License Received/Date \_\_\_\_\_ Major \_\_\_\_\_

Special Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain how your educational background and areas of proficiency, special skills or other items will contribute to your abilities in performing the duties of: \_\_\_\_\_.

Please explain how you engaged in service to others which establishes you as a leader seeking a leadership position:

Expected Salary Range: \_\_\_\_\_

Comments:

**SECTION III: EMPLOYMENT/WORK EXPERIENCE:** Please list your employment/work experience beginning with your most current/most recent job held. If you need additional space, please use separate sheets.)

**PRESENT OR LAST EMPLOYER**

Name of Employer: \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Title(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

List Your Jobs/and Duties Performed and Responsibilities: \_\_\_\_\_

\_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Title(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

List Your Jobs/and Duties Performed and Responsibilities: \_\_\_\_\_

\_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Title(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

List Your Jobs/and Duties Performed and Responsibilities: \_\_\_\_\_

\_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

Please explain how your current and past employment/work experience will contribute to your abilities in performing the duties of \_\_\_\_\_.

Please explain how you engaged in service to others which established you as a leader seeking a leadership position.

Why do you believe people should support Catholic Education at Mount Carmel Academy?

#### SECTION IV:

Working in a Catholic School is not just a joy, it is becoming a part of a community based on the teachings of Jesus Christ, the Ten Commandments, a belief in a loving God and a belief that work is sharing in God's creative plan for our world. Please explain how your beliefs, your life style and your work ethic suits you for this position.

**SECTION V: REFERENCES (Please list three professional references (do not include relatives))**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**I certify that the information contained in all parts of this application and any attachments are true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any and all information listed in this application.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_