

Diocese of St. Augustine

Office of Catholic Education

11625 Old St. Augustine Road

Jacksonville, FL 32258

(Tel) 904-262-0668 (Fax) 904-596-1042

Email, fax, or mail application to the school



APPLICATION FORM FOR A POSITION IN A CATHOLIC SCHOOL

In order to be considered for employment, this application must be filled out completely. Resumes and information posted at the Office of Catholic Education website DO NOT satisfy the requirement of submitting this completed application. Send this document directly to the school.

Date: _____ Position Applying For: _____

Name: _____
Last Name First Name Initial

Social Security Number: XXX-X__ - _____ (Provide the last 5 numbers)

Present Address: _____
Street City State Zip

How Long at Current address: _____ Years _____ Month(s) Email address: _____

Home Phone: _____ Other Telephone: _____

Other addresses, if any in the LAST SEVEN (7) years:

Previous Address

Previous Address

History Screening

To ensure the safety and well-being of children and vulnerable adults, all employees will be required to undergo a background screening prior to employment and every five years thereafter while remaining employed. The screenings will include, but may not be limited to, state and national fingerprint-based criminal history check through local (FDLE) and/or national (FBI/VECHS) law enforcement databases. Employees may not begin employment until they receive clearance.

Any misinformation or deliberate withholding of pertinent information may be cause for terminating any agreement entered into as a result of this application.

EMPLOYMENT HISTORY

All information must be supplied on this application

Present or most recent employer: Address: Telephone: May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No Salary: _____	Employed From: Month _____ Year _____ Employed To: Month _____ Year _____ Position(s) Held: _____ Reason for Leaving: _____
Name of Immediate Supervisor: Phone: _____ Email: _____	Job Duties & Responsibilities:

Previous employer: (if employed less than 10 yrs in above job) Address: Telephone: May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No Salary: _____	Employed From: Month _____ Year _____ Employed To: Month _____ Year _____ Position(s) Held: _____ Reason for Leaving: _____
Name of Immediate Supervisor: Phone: _____ Email: _____	Job Duties & Responsibilities:

Have you ever been employed as a teacher or principal in the Diocese of St. Augustine? ☐ Yes ☐ No
If yes, name of school: _____ Location: _____
If yes, provide name under which you were employed: _____

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Give full information, including dates:

EDUCATION:

School	Name and Location of Institution	Degree / Diploma Received	Year of Graduation	Major / Minor area of Study	GPA
High School					
Baccalaureate Studies					
Graduate Studies					

EDUCATOR CERTIFICATION

Subject Area	State Issued	Certificate #	Expiration Date

OTHER RELEVANT EXPERIENCE:

Have you ever been professionally disciplined in any state ☐ Yes ☐ No **If yes, please explain:** _____

(professionally disciplined includes annulment; revocation or suspension of teaching certification; having received a letter of reprimand from any agency, board or commission or state government)

REFERENCES: (References should include superintendents, principals, professors or pastors who have firsthand knowledge of your professional competencies, work performance and your personal qualifications)

Name of Reference	Phone & Email:	How long have you known this person?	Nature of Relationship

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BACKGROUND QUESTIONS:

1. Has a criminal, civil or internal complaint to management or supervisors at places of employment/volunteering ever been filed against you which alleged sexual misconduct, harassment or child abuse by you, or your participation in or facilitation of such activities?

☐ Yes

☐ No

If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify by name and title, the person(s) who investigated the complaint and the person who adjudicated the complaint.

2. Do you presently serve, or have you ever served as a volunteer for any organization, entity or group in which you had significant contact with children or other vulnerable populations (i.e. elderly, mentally or emotionally challenged, etc.)

☐ Yes

☐ No

If yes, please provide the name, address and telephone number of the organization, period of volunteer service, supervisor's name; and briefly describe your activities and/or duties.

3. Have you ever been terminated from employment or volunteer service or your contract not renewed?

☐ Yes

☐ No

If yes, please explain. Please include in your explanation the date, nature and place of the occurrence(s) or allegation(s) and the disposition of the matter(s). Also identify your employer and supervisor at the time by name, address and telephone number.

4. Have you ever entered a plea of guilty or nolo contendere or been convicted of a crime other than a minor traffic violation?

☐ Yes

☐ No

If yes, please explain. Please include in your explanation the date and place of any conviction and the crime for which you were convicted.

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5. Have you ever been subject to any disciplinary action against you for reasons relating to allegations of sexual misconduct or child abuse by you?

☐ Yes

☐ No

6. Have you ever been registered in a pre-trial intervention program?

☐ Yes

☐ No

If yes, please explain.

7. Have you ever been a defendant in a civil action for an intentional tort, including but not limited to assault, false imprisonment, rape?

☐ Yes

☐ No

8. Have you ever held a child care license with the Department of Children and Families or been registered to provide child care in your home?

☐ Yes

☐ No

9. While employed in a child care program, have you ever been the subject of disciplinary action or been part responsible for a child care facility receiving an administrative fine or other disciplinary action?

☐ Yes

☐ No

If yes, please explain.

10. Is there anything that will prevent you from performing the essential functions of the position for which you are applying with or without reasonable accommodation?

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I understand that, if hired, my employment would be "at-will" and could be terminated at any time by either party, with or without cause and with or without notice.

I certify that the statements I have made are true and correct to the best of my knowledge. I understand that the submission of any false information or the omission of any requested information in connection with my application for employment, whether on this document or not, may be cause for failure to hire or for immediate discharge should I be employed by the Diocese of St. Augustine.

Applicants are required to furnish proof of identity and legal work authorization prior to hire.

I authorize the Diocese of St. Augustine to make inquiries including criminal history and driving history. I hereby release and agree to hold harmless from liability any person or organization, who, in good faith, provides information to complete a background investigation. I also agree to release and hold harmless the local parish, school, Diocese of St. Augustine, and the officers, employees, and volunteers thereof from any present or future claim of any kind, resulting from any alleged liability for conducting a background investigation which may include, but not limited to, criminal courts, state and county repositories or criminal records.

In signing this application, I affirm that the information I have given is true and correct. Furthermore, I understand that employment is contingent upon a background screening including a criminal background check.

Signature of Applicant: _____

SIGN HERE

Date: _____

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