



URSULINE  
ACADEMY

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## EMPLOYMENT APPLICATION

APPLICANT INFORMATION *(Please print)*

TODAY'S DATE \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name First Name Middle Initial

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: ( ) \_\_\_\_\_ Mobile Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally eligible to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

*If hired, you will be asked to produce documentation of your right to work in the U.S.*

Have you previously worked here? Yes \_\_\_\_\_ No \_\_\_\_\_ *If yes, list dates and position(s) below.*

Are any of your records under a different name? Yes \_\_\_\_\_ No \_\_\_\_\_ *If yes, what name?*

Have you ever pled "guilty" or "no contest" to, or been convicted of, a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, please provide date(s) and details below:*

*Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature, date, circumstances, and relevance of the offense for the position to which you are applying will be taken into consideration. False or incomplete information will be grounds for termination. Your employment is contingent upon satisfactory completion of a background check which is required of all employees.*

POSITION APPLYING FOR: \_\_\_\_\_ Desired Salary Range \_\_\_\_\_

TYPE OF EMPLOYMENT: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_ Date you can start \_\_\_\_\_

### EMPLOYMENT HISTORY

\_\_\_\_\_  
Present or Last Employer ( ) \_\_\_\_\_ Phone Number

Address City State Zip

Start Date End Date Supervisor Rate of Pay

Job Title & Duties: \_\_\_\_\_

Why Did You Leave? \_\_\_\_\_

**EMPLOYMENT HISTORY (continued)**

_____ ( ) _____		_____	
Previous Employer		Phone Number	
_____		_____	
Address	City	State	Zip
_____	_____	_____	_____
Start Date	End Date	Supervisor	Rate of Pay
_____	_____	_____	_____
Job Title & Duties: _____			
Why Did You Leave? _____			

_____ ( ) _____		_____	
Previous Employer		Phone Number	
_____		_____	
Address	City	State	Zip
_____	_____	_____	_____
Start Date	End Date	Supervisor	Rate of Pay
_____	_____	_____	_____
Job Title & Duties: _____			
Why Did You Leave? _____			

**EDUCATIONAL BACKGROUND**

Name of High School/College/University	School Location: Address (Include City and State)	Did You Graduate? (If not) Number of Years Completed?	Subjects Studied Degree Received

**Teaching Certificate:**

Number \_\_\_\_\_ Subject \_\_\_\_\_ State Granting \_\_\_\_\_

Coaches (*Sports coached*) \_\_\_\_\_

**Other Skills & Qualifications:** *List any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.*

\_\_\_\_\_

\_\_\_\_\_

**QUESTIONS FOR PROSPECTIVE EMPLOYEES**

- How do your gifts and talents align with the needs of Ursuline Academy of Dallas?

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- After reading the Ursuline Mission Statement, please describe how this inspires or resonates with you as a professional.

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- What motivates you as a professional in your field?

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- Please describe your level of expertise in the use of technology.

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**Additional Questions for Teacher Candidates:**

- Ursuline seeks teachers who care about forming lifelong learners, are strong in pedagogy and their academic area of focus, and also see themselves as searching, growing, lifelong learners. How comfortable are you with this description?

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- How do you use technology in the classroom to innovate and enhance student learning?

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**Your General Interests:**

Please indicate with a checkmark any of the following activities that you may desire to coach, moderate, or assist:

- |  |   |
|--|---|
| <input type="checkbox"/> Service Clubs   | <input type="checkbox"/> Choir                            |
| <input type="checkbox"/> Foreign Language Clubs  | <input type="checkbox"/> Literary Magazine                |
| <input type="checkbox"/> Art Clubs   | <input type="checkbox"/> World Affairs Council            |
| <input type="checkbox"/> Debate  | <input type="checkbox"/> Sister School Partnerships       |
| <input type="checkbox"/> Environmental Clubs   | <input type="checkbox"/> Robotics/Engineering Club        |
| <input type="checkbox"/> Retreat Program Leadership  | <input type="checkbox"/> Newspaper                        |
| <input type="checkbox"/> Mock Trial  | <input type="checkbox"/> Sci-Fi Club                      |
| <input type="checkbox"/> Student Council   | <input type="checkbox"/> Students Supporting Scholarships |
| <input type="checkbox"/> Honor Societies (NHS, Mu Alpha Theta, National English Honor Society, etc.) | <input type="checkbox"/> Yearbook                         |
| <input type="checkbox"/> Drama Club  | <input type="checkbox"/> Sports Coach                     |
|  | <input type="checkbox"/> Other: _____                     |

**REFERENCES**

Name	Occupation	Email Address and Telephone Number	Years Known

**APPLICANT STATEMENT**

**Americans with Disabilities Act/Washington Law Against Discrimination Information:**

Can you perform the essential duties for the position for which you have applied, with or without reasonable accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_

1. I CERTIFY that the facts contained in this application are true and complete, and understand that if employed, false, misleading or incomplete statements on this application shall be grounds for immediate dismissal.
2. I AUTHORIZE the company to investigate and verify any information contained in my application or pre-hire interviews, including my previous employment, education and background. I further release all parties from all liability for any damage that may result from furnishing or receiving such information.
3. I UNDERSTAND and agree that my employment and compensation may be terminated at any time without prior notice, with or without reason, at the option of the company or myself, and understand that no representative of the company, other than the President, has authority to enter into any agreement contrary to the foregoing.
4. I UNDERSTAND that all company property must be returned and any indebtedness to the company must be paid on or before my last day of work. I authorize the company to deduct from my final paycheck an amount necessary to satisfy any unpaid obligation.

**I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NONDISCRIMINATION POLICY:** Ursuline Academy of Dallas does not discriminate on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, marital status or disability. All qualified applicants will be considered for available job openings, and final decisions will be based on job-related factors.