



# UNIVERSITY OF DETROIT JESUIT High School and Academy

8400 South Cambridge Avenue  
Detroit, Michigan 48221-1603

Telephone (313) 862-5400

Date of Application: \_\_\_\_\_

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.

## PERSONAL INFORMATION

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

Current Address: \_\_\_\_\_  
 Number Street City State Zip Code

Permanent Address: (If different) \_\_\_\_\_  
 Number Street City State Zip Code

E-mail address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Are you legally eligible to be employed in the United States? YES \_\_\_\_\_ NO \_\_\_\_\_  
 (Proof of identity and eligibility will be required upon employment)

## EMPLOYMENT DESIRED

Subject and Grade Preference:  
 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_  
 List any limitations on your availability: \_\_\_\_\_  
 If hired, date available: \_\_\_\_\_ Minimum Salary Requirement (if any): \_\_\_\_\_

## EDUCATION & PROFESSIONAL BACKGROUND

|                             | Name of Institution | Location |       | Course of Study | Number of Years Completed | Degree or Semester Hours |
|-----------------------------|---------------------|----------|-------|-----------------|---------------------------|--------------------------|
|                             |                     | City     | State |                 |                           |                          |
| HIGH SCHOOL                 |                     |          |       |                 |                           |                          |
| COLLEGE                     |                     |          |       |                 |                           |                          |
| VOCATIONAL OR TRADE SCHOOL  |                     |          |       |                 |                           |                          |
| GRADUATE OR EXTENSION STUDY |                     |          |       |                 |                           |                          |

|               |          |               |           |
|---------------|----------|---------------|-----------|
| College Major | Sem Hrs. | College Minor | Sem. Hrs. |
|---------------|----------|---------------|-----------|

Semester Hours in Education: \_\_\_\_\_

|                      |       |      |                    |                                  |
|----------------------|-------|------|--------------------|----------------------------------|
| State Certification: | State | Type | Certificate Number | Date Issued / Date of Expiration |
|----------------------|-------|------|--------------------|----------------------------------|

|                      |       |      |                    |                                  |
|----------------------|-------|------|--------------------|----------------------------------|
| Other Certification: | State | Type | Certificate Number | Date Issued / Date of Expiration |
|----------------------|-------|------|--------------------|----------------------------------|

Area(s) of Certification: \_\_\_\_\_

Do you plan to continue your education through (check all that apply): College courses? \_\_\_\_\_ Additional education courses? \_\_\_\_\_

In-service courses? \_\_\_\_\_ Are you working toward a graduate degree? \_\_\_\_\_ What area? \_\_\_\_\_

List the professional organizations to which you belong:

\_\_\_\_\_

List the professional achievements (published writings, group leadership, office in professional organizations, etc.)

\_\_\_\_\_

List civic and community participation:

\_\_\_\_\_

\_\_\_\_\_

List major workshops, seminars, internships, grants, summer programs, etc. in which you have participated in the last five years and which are normally part of a degree program. (Add additional pages, if necessary.) Do not include conventions, single meetings, etc.

| PROGRAM - PLACE | FIELD | SPONSOR | DATE |
|-----------------|-------|---------|------|
|                 |       |         |      |
|                 |       |         |      |

**Please submit your official transcript and a copy of your teaching certificate with this application.** If your placement file may be obtained from a college placement bureau or from some central agency, give the name and address:

Name used on school records:

\_\_\_\_\_

**EMPLOYMENT HISTORY (PREVIOUS EXPERIENCE)**

**POSITIONS IN EDUCATIONAL INSTITUTIONS**

List all prior educational employment, putting the most recent first. Indicate Student Teaching with a check in the left margin.

| CITY AND STATE | SCHOOL | GRADE OR SUBJECT(S) | From  |      | To    |      |
|----------------|--------|---------------------|-------|------|-------|------|
|                |        |                     | Month | Year | Month | Year |
|                |        |                     |       |      |       |      |
|                |        |                     |       |      |       |      |
|                |        |                     |       |      |       |      |
|                |        |                     |       |      |       |      |

**OTHER EXPERIENCE**

List all non-educational employment, whether it has pertinence for a position in education or not. Also include other experiences which, though not academic, have been of service in preparing you for a position in education. List the most recent first.

| EMPLOYER AND ADDRESS | NATURE OF EXPERIENCE | From  |      | To    |      |
|----------------------|----------------------|-------|------|-------|------|
|                      |                      | Month | Year | Month | Year |
|                      |                      |       |      |       |      |
|                      |                      |       |      |       |      |
|                      |                      |       |      |       |      |
|                      |                      |       |      |       |      |

Do you have a contract for the next academic year?    Yes \_\_\_\_\_    No \_\_\_\_\_

Reason(s) for leaving your present or most recent employment?

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**EXTRA-CURRICULAR ACTIVITIES**

In order of preference and capability, list any school clubs, sports, or activities you can direct or coach.

ACTIVITY EXPERIENCE, IF ANY

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List any special interests, talents, or hobbies which might influence the type of assignment you could hold.

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**REFERENCES**

List five persons able to give information about your character and qualifications for the position for which you are applying. Include your two most recent employers (supervisors preferred) along with character references.

| Name | Address | Business or Company Name | Phone | Years Acquainted |
|------|---------|--------------------------|-------|------------------|
|      |         |                          |       |                  |
|      |         |                          |       |                  |
|      |         |                          |       |                  |
|      |         |                          |       |                  |
|      |         |                          |       |                  |

**ADDITIONAL INFORMATION**

U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously, any report of suspected abuse. Each reported allegation will be investigated. U of D Jesuit will also cooperate fully with outside agencies that are investigating suspected mistreatment or abuse of a student.

- 1. Are you willing to accept and abide by the above statement of policy? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. Are you willing to continue your education through college courses, in-service courses, additional methods or general education courses? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3. Are we free to contact your references and those under whom you have worked or are now working? Yes \_\_\_\_\_ No \_\_\_\_\_
- 4. Do you have working knowledge of computer applications such as word processing or spreadsheets? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5. U of D Jesuit is a Catholic school in the Jesuit tradition. Are you willing to unambiguously support the mission of the school? Yes \_\_\_\_\_ No \_\_\_\_\_
- 6. Are you related to anyone currently working at or attending U of D Jesuit? If yes, whom? Yes \_\_\_\_\_ No \_\_\_\_\_

Briefly state why you want to teach of U of D Jesuit High School and Academy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO THE APPLICANT: This section is yours. Use it to amplify any of your qualifications which you wish to stress, or to present any additional information which you have not been able to include elsewhere on this application. Please feel free to attach your resume or any additional sheets.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please read carefully before signing.**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for University of Detroit Jesuit High School and Academy (U of D Jesuit) to hire me. Further, that all offers of employment are contingent upon the successful completion of a pre-employment screening/background check to include drug testing, criminal history, sexual offense history, employment history, reference checks, and, if necessitated by physical requirements of the job, a fitness for duty exam. If I am hired, I understand that either U of D Jesuit or I can terminate my employment at any time, for any reason, with or without cause and without prior notice. I understand that no representative of U of D Jesuit has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to U of D Jesuit true and complete information on this application. No requested information has been concealed. I authorize U of D Jesuit to contact references provided for employment reference checks, and am aware that any information gleaned from them will be regarded as a confidential part of this record and will not be disclosed to me. If any information I have provided is untrue or inaccurate, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate termination of employment.

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

Thank you for completing this application and for your interest in a position at University of Detroit Jesuit High School and Academy, Detroit, Michigan.

**Return the completed application to:**

**FacultyJobs@uofdjесuit.org**

or

**Human Resources**

U of D Jesuit High School & Academy  
8400 S. Cambridge Avenue  
Detroit, MI 48221

Should you require a reasonable accommodation in order to apply for or be interviewed for this position, please contact Human Resources at (313) 862-5400 x2368