



# St. Joseph's Academy

Est. 1868

HUMAN RESOURCES DEPARTMENT

Application for Staff Position

Position for which you are applying:

\_\_\_\_\_

Please complete and return by U.S. mail to  
SJA Human Resources Department  
3015 Broussard Street, Baton Rouge, LA 70808  
or via email to HR@sjabr.org

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

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

Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

EDUCATIONAL HISTORY*		Did you graduate?
University or College	Degree	
High School	City/State	

WORK EXPERIENCE* (Begin with most recent)			
Employer/City/State	Job Title	Supervisor's Name and Phone	Start/End Date

\* If this information is included on your attached resume, you may omit it here.

OTHER WORK REFERENCES: NAME AND EMAIL ADDRESS	
1.	
2.	

CHARACTER REFERENCES: NAME AND EMAIL ADDRESS	Phone
1.	
2.	

1. If hired for a position, what can you offer St. Joseph's Academy? (Please answer in approximately 200 words in your own handwriting.)

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2. When will you be available? \_\_\_\_\_

**LEGAL BACKGROUND**

- 3. Have you ever been cited, charged with, convicted of, pled guilty or pled nolo contendere to a violation of any municipal, state or federal statute?  No  Yes
- 4. Have you ever had a conviction for a criminal offense suspended, deferred, set aside, expunged or dismissed?  No  Yes
- 5. Have you ever had a complaint made against you for child abuse or neglect?  No  Yes
- 6. Have you ever been named as a defendant in a civil lawsuit involving sexual misconduct, violence or injury?  No  Yes
- 7. Have you ever made a payment to another person in order to settle an allegation or claim against you involving sexual misconduct, violence or injury?  No  Yes
- 8. Have you ever been disciplined or dismissed from any volunteer position or employment following an allegation of sexual misconduct, aggression, inappropriate behavior or misconduct?  No  Yes
- 9. Have you ever had an application for a license, certificate or registration denied by any state licensing or federal authority?  No  Yes
- 10. Has your license, certificate or registration ever been the subject of investigation or revoked, suspended, probated, restricted, reprimanded, limited or subject to any other disciplinary action by any state licensing or federal authority?  No  Yes

If you answered yes to any of the above questions, please explain: \_\_\_\_\_

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**READ CAREFULLY BEFORE SIGNING.** I hereby certify that all statements in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentation of facts herein is grounds for dismissal. By signing this application, I give SJA permission to contact the references I included.

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