



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)

Are you related to anyone currently working at or attending U of D Jesuit? YES _____ NO _____
 If yes, whom? _____

EMPLOYMENT DESIRED

Position: _____

Are you employed now? YES _____ NO _____ If so, may we contact your present employer? Yes _____ No _____

If hired, date available: _____ Minimum salary requirement (if any): _____

EDUCATION

	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						

EMPLOYMENT HISTORY (PREVIOUS EXPERIENCE)

List below your last four employers, starting with the most recent.

Name and Address of Employer	Position Held	From		To	
		Month	Year	Month	Year

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

REFERENCES

List three 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) and a character reference.

Name	Contact Information Address, Phone, & Email	Business or Company Name and Title	Years Acquainted

ACKNOWLEDGEMENT

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 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:

Jobs@uofdjesuit.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

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