



## DETROIT CATHOLIC CENTRAL HIGH SCHOOL

### Basilian Fathers • 1928

27225 Wixom Road ▪ Novi, MI 48374  
 TEL: 248.596.3810 ▪ FAX: 248.396.3811 ▪ [www.catholiccentral.net](http://www.catholiccentral.net)

Subject and Grade Preference

1. \_\_\_\_\_
2. \_\_\_\_\_

Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Date of Application: \_\_\_\_\_

Catholic Central High School is an Equal Opportunity Employer and considers all candidates for employment equally regardless of race, color, national origin, sex, age, or handicap. Because of its status as a religious entity, the school may consider the candidate's religious affiliation in its employment decisions, consistent with State and Federal law.

**SECTION I PERSONAL DATA**

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

Present Address \_\_\_\_\_  
 Number \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_  
 (If different)

E-Mail Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

Current Driver's License Number and State of Issuance \_\_\_\_\_

If hired, what date you are available? \_\_\_\_\_ Minimum Salary Requirement \_\_\_\_\_

If applying for a part-time position, indicate any limitations on your availability. \_\_\_\_\_

U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_

If not a citizen of the U.S., have you the legal right to remain permanently in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

A copy of your birth certificate, Green Card, or naturalization paper is required.

**SECTION II EDUCATION AND PROFESSIONAL BACKGROUND**

	Name of Institution	Location		Dates Attended		Graduation Date	Degree or Semester Hours
		City	State	From	To		
HIGH SCHOOL							XXX
							XXX
COLLEGE/ UNIVERSITY (Undergraduate)							
GRADUATE OR EXTENSION STUDY							

College Major \_\_\_\_\_ Sem. Hrs. \_\_\_\_\_ Minor \_\_\_\_\_ Sem. Hrs. \_\_\_\_\_

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

State Certification

State	Type	Certificate Number	Date Issued/Date of Expiration
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Other Certification

State	Type	Certificate Number	Date Issued/Date of Expiration
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Area(s) of Certification \_\_\_\_\_

Do you plan to continue your education through: College courses? \_\_\_\_\_ Additional education courses? \_\_\_\_\_

In-Service Courses? \_\_\_\_\_ Are you working towards a graduate degree? \_\_\_\_\_ What area? \_\_\_\_\_

List the professional organizations to which you belong. \_\_\_\_\_

List 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. Do not include conventions, single meetings, etc.

PROGRAM – PLACE	FIELD	SPONSOR	DATE

**Please submit your official transcripts and a copy of your teaching certificate.** If your placement file can be obtained from a college placement bureau or some central agency, give name and address:

Name used on school records: \_\_\_\_\_

**SECTION III 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 during the past years, whether or not it has pertinence for a position in education. 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? \_\_\_\_\_

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

**SECTION IV 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

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

\_\_\_\_\_

\_\_\_\_\_

**SECTION V REFERENCES**

List five persons able to give information about your character and qualifications for the position for which you applied. Include your two most recent employers, if any, and character references.

NAME	POSITION	PRESENT ADDRESS	PHONE

**SECTION VI ADDITIONAL PERSONAL INFORMATION**

Although the following information is somewhat sensitive, we are obligated to request it in order to fulfill our responsibilities as an employer to screen candidates for employment in the Diocese of Detroit. If you are unable to answer the following questions for any reason, the Principal will visit with you privately to discuss them with you.

1. Have you ever been convicted of a crime with the exception of minor traffic offenses? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide explanation: City \_\_\_\_\_ Date \_\_\_\_\_

Charges: \_\_\_\_\_ Disposition \_\_\_\_\_

2. Has a civil or criminal complaint ever been filed against you alleging physical or sexual abuse by you? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give a short explanation of the complaint. (Please indicate the date, nature, and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.)

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3. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical or sexual abuse by you? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give a short explanation of the allegations. (Please indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address, and telephone number.)

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Professional employment as a faculty member at Catholic Central, a Catholic high school, is based on educational qualifications and satisfactory performance. This requires all teachers to evaluate themselves daily to be adequately prepared and to exemplify Christian ethical and moral standards, cooperativeness, friendliness, honesty, and congeniality.

4. Are you willing to accept and abide by the above statement of policy? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Are you willing to continue your education through college courses, in-service courses, additional methods, or general education courses? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Are we free to contact your references and those under whom you have worked or are now working? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Are you proficient in computer word processing or programming? Yes \_\_\_\_\_ No \_\_\_\_\_

8. What is your religious affiliation? \_\_\_\_\_

9. Are you a practicing Catholic? Yes \_\_\_\_\_ No \_\_\_\_\_

10. What is the name of your parish? \_\_\_\_\_

11. Are you related to anyone currently working at or attending Catholic Central? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, whom? \_\_\_\_\_

12. Briefly state why you want to teach at Catholic Central High School.

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

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I hereby certify that the information presented on this form is true, accurate, and complete. Any falsification will be sufficient cause for disqualification or dismissal. References and personal information which becomes a part of this record are to be regarded as confidential and will not be revealed to me.

Signature \_\_\_\_\_

Thank you for completing this application and for your interest in a position at Catholic Central High School in Novi, Michigan.

**Please return the completed application to:**

Office of the Principal  
Detroit Catholic Central High School  
27225 Wixom Road • Novi, MI 48374