



## **ST. MARY'S ACADEMY**

### **Employment Application Teaching or Administration Positions**

**APPLICATION OF:**

---

**POSITION APPLIED FOR:**

---

**DATE**

---

---

St. Mary's Academy is committed to providing equal employment opportunities for all persons without discrimination based on race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information, or any other characteristics protected by law. For positions where religious affiliation directly affects the position, St. Mary's Academy can set prerequisites regarding religion.

#### **Mission Statement**

*St. Mary's Academy, sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary's fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.*

**ST. MARY'S ACADEMY  
APPLICANT INFORMATION SHEET**

**If applying for a teaching or administration position:**

Please include the following with your completed application form:

- I. Transcripts (if applicable for position)
- II. Three Letters of Recommendation
- III. Three References with current phone numbers (must be different from letter writers)
- IV. Placement File, if available
- V. Copy of Current License (if applicable for position)

**For all positions:**

The following is provided to help you submit the kind of information that will enhance the consideration of your application for a position with St. Mary's Academy. Your application will be considered as a confidential document; it will be reviewed by those persons who have a direct part in the selection process.

- I. The initial screening confirms that the application is completed and all information is received by the deadline date stated in the vacancy announcement; failure to do so will eliminate an application from further consideration.
- II. Be certain to add to your application file any information which may show added qualifications specifically related to the position you are seeking. Examples: extended travel or time spent in Mexico in relation to a Spanish teaching position, or experience as a research chemist in relation to a chemistry teaching position, participation in a college sport for a coaching position.
- III. Applicants' files who have met the requirements outlined above will be screened by a committee designated by the principal or human resources. Members of the committee may include administrators, teachers, and other staff members. Their function will be to review all of the information submitted by the applicants and to choose candidates who will be interviewed for the position.
- IV. All offers of employment will be subject to a background check and sexual abuse/sexual conduct disclosure process. Failure to receive a report which is acceptable to the School will render the hiring agreement null and void. The contract is voidable at any time the School determines that the applicant has submitted less than candid and complete information related to background and qualifications.
- V. Your application will be kept for six months. At the end of six months the application will be destroyed. A new application will be required should you wish to reapply for a position. Should a vacancy occur during the school year, these applications in active status will be considered for that position. Additional applications may be sought at the discretion of the administration.

**APPLICATION FOR EMPLOYMENT AT ST. MARY'S ACADEMY**

Date: \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
(Please print) First Middle Last Name

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

Are you able to perform all the essential functions of this position? Yes  No

If no, please explain: \_\_\_\_\_

---

**EMPLOYMENT HISTORY:**

Please list your present and past work experience for the last 10 years beginning with your current job. You may include volunteer activities/positions. Attach additional pages if necessary.

Name of employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ OK to contact? Yes  No

Telephone #: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Address: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Position: \_\_\_\_\_

Description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

---

Name of employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ OK to contact? Yes  No

Telephone #: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Address: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Position: \_\_\_\_\_

Description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

---

Name of employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ OK to contact? Yes  No

Telephone #: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Address: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Position: \_\_\_\_\_

Description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

---

Name of employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ OK to contact? Yes  No

Telephone #: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Address: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Position: \_\_\_\_\_

Description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EDUCATION:**

School	Name and Address	Major	Years Completed	Degree
High School				
College				
College				
College				

**CERTIFICATION/LICENSURE: for teaching and administrative candidates only**

State Issued	Type of Certificate	Number	Content Area	Grades Covered	Date Issued	Expiration Date

What are your major strengths for the position for which you are applying? \_\_\_\_\_

---

---

---

---

---

---

---

---

Describe your experience working with young women and what you see as the benefits and challenges of an all-female high school. \_\_\_\_\_

---

---

---

---

---

---

---

---

St. Mary's Academy is a Catholic school sponsored by the Sisters of the Holy Names of Jesus and Mary. Please thoroughly review the attached document "[What Makes an SNJM School.](#)" How will you model and uphold the spiritual aspects of our mission?

---

---

---

---

---

---

---

---

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law from St. Mary's Academy, its employees, any individual or agency obtaining information for the St. Mary's Academy, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misinterpretation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

---

Signature

Date

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with St. Mary's Academy at any time, for any reason. St. Mary's Academy may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

---

Signature

Date

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

---

Signature

Date