



**St. Mary's Academy
Employment Application
(Non-Teaching)**

Date: _____

Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____

City: _____ State: _____ Zip _____

Telephone # (home): _____ (mobile): _____

Email Address: _____

May we call you at your current employment? Yes No

We are 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.

General Information

Position applied for: _____

Available to work: Full-time Part-time Temporary

Do you have a legal right to work in the US? Yes No

Are you at least 18 years of age? Yes No

Religious affiliation: _____

Have you ever worked or volunteered for the Catholic Church or a similar organization? Yes No

If yes, where? _____

How did you learn about us? Advertisement Friend Walk-in Relative Other

*This form may be used for a position in which federal, state, or local law requires consideration of an applicant's criminal history.

Education

Name and Address of School	Major	Years Completed	Degree(s)
High School			
College			
College			
Other (Specify)			

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for.

2. How does this position at St. Mary's Academy, an all-girls Catholic high school align with your goals and experiences?

3. Please list any job-related professional trade, business, civic activities, organization, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, or disability, etc.)

4. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodation?
 Yes No If no, please explain:

5. Have you ever been convicted of a crime? (A conviction is not an automatic bar to employment. Each case will be considered on its own merits). Yes No

6. Are you currently being charged with a crime? Yes No
 If yes, explain

7. Have you ever been the subject of allegations related to misconduct with children?
Yes No
 If yes, please explain:

Employment History

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/ most recent employer only after an offer has been extended unless you indicated below that we may contact them now. You may include volunteer activities/positions. Attach an additional page if necessary. Please complete this section even if you have submitted a resume.

Current Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:		(From)	(To)
	Position:		Supervisor:	
	Description of duties:		Ok to call at workplace? Yes No	
Reason for leaving:				
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:		(From)	(To)
	Position:		Supervisor:	
	Description of duties:		Ok to call at workplace? Yes No	
Reason for leaving:				
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:		(From)	(To)
	Position:		Supervisor:	
	Description of duties:		Ok to call at workplace? Yes No	
Reason for leaving:				

Have you ever been suspended or asked to resign a position? Yes No

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

Please list 3 professional references:

Name/Job Title	Organization	Telephone #	Years Known

Certification and Authorization Information Release

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.

Applicant Signature

Date

At-Will Employment Statement

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.

Applicant Signature

Date

Background Check Statement

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.

Applicant Signature

Date