



UNIVERSITY OF DETROIT JESUIT High School and Academy

8400 South Cambridge Avenue
Detroit, Michigan 48221-1603

Telephone (313) 862-5400

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.

Date of Application: _____

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? _____

Note: As general policy, relatives of current employees are not eligible for employment at U of D Jesuit.

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

Please submit a copy/copies of any transcripts, diplomas, or certificates for the education listed below. If offered employment, official copies will be required at that time.

	Name of Institution	Location		Course of Study	Number of Years Completed	Degree or Semester Hours
		City	State			
HIGH SCHOOL						
COLLEGE						

EDUCATION, cont.

	Name of Institution	Location		Course of Study	Number of Years Completed	Degree or Semester Hours
		City	State			
VOCATIONAL OR TRADE SCHOOL						
GRADUATE OR EXTENSION STUDY						

EMPLOYMENT HISTORY

List below your most recent four employers, starting with your current employer.

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

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

ADDITIONAL INFORMATION

U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Each reported allegation will be investigated. U of D Jesuit will also cooperate fully with outside agencies that are investigating suspected mistreatment or abuse of a student.

Are you willing to accept and abide by the above statement of policy? Yes _____ No _____

U of D Jesuit is a Catholic school in the Jesuit tradition. Are you willing to unambiguously support the mission of the school? Yes _____ No _____

Are we free to contact your references? Yes _____ No _____

Are we free to contact your previous employers? Yes _____ No _____

Where did you see our job posting or learn about this job opportunity?

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.

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

If yes, please explain: City/State _____ 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.)

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 complaint. (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.)

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, education verification, 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