



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

Subject and Grade Preference:

1. _____ 2. _____

Full-Time: _____ Part-Time: _____

List any limitations on your availability: _____

If hired, date available: _____ Minimum Salary Requirement (if any): _____

EDUCATION AND PROFESSIONAL BACKGROUND

Please submit a copy/copies of any transcripts, diplomas, or certificates. 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 | | | | | | |

EDUCATION AND PROFESSIONAL BACKGROUND, cont.

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

College Major _____ Sem Hrs. _____ College Minor _____ Sem. Hrs. _____

Semester Hours in Education: _____

State Certification: _____
 State _____ Type _____ Certificate Number _____ Date Issued / Date of Expiration _____

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

Area(s) of Certification: _____

Do you plan to continue your education through (check all that apply): College courses? _____ Additional education courses? _____

In-service courses? _____ Are you working toward a graduate degree? _____ What area? _____

List the professional organizations to which you belong:

List the 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. (Add additional pages, if necessary.) Do not include conventions, single meetings, etc.

| PROGRAM - PLACE | FIELD | SPONSOR | DATE |
|-----------------|-------|---------|------|
| | | | |
| | | | |
| | | | |

Name(s) used on school records (if other than your current name):

EMPLOYMENT HISTORY

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, whether it has pertinence for a position in education or not. 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? Yes _____ No _____

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

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, or hobbies which might influence the type of assignment you could hold.

REFERENCES

List five 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) along with character references.

| Name | Address | Business or Company Name & Title | Phone | Years Acquainted |
|------|---------|----------------------------------|-------|------------------|
| | | | | |
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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?

Briefly state why you want to teach of U of D Jesuit High School and Academy:

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

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.)

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.

Return the completed application to:

FacultyJobs@uofdjесuit.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