OVERBROOK CATHOLIC SCHOOL

ST. CECILIA ACADEMY

Application for Employment

Please attach your resume

Personal Data

Applicant's Last Name First Middle Initial Email

Present Mailing/Street Address City State Zip

Present Telephone Number

Are you authorized to work lawfully in the United States? ☐ Yes ☐ No

Are you a college graduate? ☐ Yes ☐ No

Are you Roman Catholic? ☐ Yes ☐ No

Your Job Interests

Position Desired Date Available

Salary Desired Schedule Desired (If part-time)

Applicants for Teaching Positions

Do you have a current teaching certificate(s)? ☐ Yes ☐ No.

Issuing State _____ Date Issued_____ Expiration Date_____ Areas of Certification_____

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Issuing State _____ Date Issued_____ Expiration Date_____ Areas of Certification_____

Extra Curricular Activities: Indicate those activities which you are qualified and willing to accept

_____

_____

References **(Provide at least two, excluding relatives)**

Name Occupation Phone Number

_____

Name Occupation Phone Number

_____

_____

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Please read the following statements carefully, as they represent matters of importance to both you and St. Cecilia Academy & Overbrook Catholic School in connection with this Application for Employment.

I understand and agree that:

1. The information that I have provided on this application, including the Security Data Sheet, is accurate to the best of my knowledge. Any misrepresentation or deliberate omission in my application, résumé, or any other materials will be justification for refusal of employment or termination of employment.

2. St. Cecilia Academy & Overbrook Catholic School may verify all the information that I have provided and may have an investigative report prepared. I voluntarily authorize St. Cecilia Academy & Overbrook Catholic School to verify information related to my education, employment (with the exception of current employment, until I have authorized such contact), and security data, and I release from liability all persons or entities supplying or collecting such information. I authorize St. Cecilia Academy & Overbrook Catholic School to check any references I provide.

3. I will provide appropriate documentation establishing my identity and employment authorization prior to employment as required to complete the U.S. Government Employment Eligibility Verification form.

4. St. Cecilia Academy & Overbook Catholic School may terminate my employment for any reason, with or without cause.

Signature of Applicant Date

Each party agrees that this Employment Application [and any other documents to be delivered in connection herewith] may be electronically signed, and that any electronic signatures appearing on this Agreement [or such other documents] shall have the same effect as manual signatures for the purpose of validity, enforceability and admissibility.

Security Data Sheet

Applicant's Last Name First Middle SS #

Please provide accurate and complete information in response to the following four questions. This information will be taken into account in the employment process. Do not include arrests without convictions in response to any of the questions below. Please note that a criminal record will not necessarily disqualify you from employment.

1. In the last seven years, have you been convicted of or pleaded guilty to a crime or other offense? Include military service convictions or guilty pleas. ☐ Yes ☐ No

2. Have you been accused and/or been confined (incarcerated) as a result of prior abuse or molestation allegations, incidents, convictions, or pleadings of guilty or "no contest" to a misdemeanor or felony? (Include incarcerations resulting from the sentence of a military court or similar proceeding.) ☐ Yes ☐ No

3. Are you currently on parole, probation, work release program, conditional release or serving a weekend sentence as a result of a conviction or guilty plea? ☐ Yes ☐ No

4. In the last seven years, have you been confined (incarcerated) as a result of the sentence of any court? (Include incarcerations resulting from the sentence of a military court or similar proceeding.) ☐ Yes ☐ No

5. Are you presently under indictment or are you currently a defendant in any criminal proceeding? ☐ Yes ☐ No

Verification Data Sheet

As a routine part of our employment process, St. Cecilia Academy & Overbook may procure or have prepared an investigative consumer report to verify all of the information you have provided, including but not limited to education and employment, on the Application as well as on the Security Data Sheet. To do so, the following information is required. This information will be treated as St. Cecilia Academy & Overbrook Catholic School's confidential information.

Applicant's Last Name	First	Middle	Date of Birth*	SS #

Former name(s)	Dates Used	
	From:	To:
	From:	To:

* St. Cecilia Academy & Overbrook Catholic School complies with all applicable equal employment laws. This information is requested solely to permit accurate verification.

You are hereby advised that upon written request you may obtain a complete and accurate disclosure of the nature and scope of this investigation. By signing below, you voluntarily authorize St. Cecilia Academy & Overbrook Catholic School and its agent to make such an investigation, and release from all liability or responsibility all persons, schools, companies, corporations or other entities supplying or collecting such information. Any copy of this authorization shall have the same authority as the original.

Your signature reflects your understanding that any material misrepresentation or deliberate omission of a fact provided to St. Cecilia Academy & Overbrook Catholic School will justify terminating consideration of your application for employment or, if employed, terminating your employment.

Signature of Applicant Date

Each party agrees that this Employment Application [and any other documents to be delivered in connection herewith] may be electronically signed, and that any electronic signatures appearing on this Agreement [or such other documents] shall have the same effect as manual signatures for the purpose of validity, enforceability and admissibility.

ST. CECILIA ACADEMY & OVERBROOK CATHOLIC SCHOOL DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, ETHNICITY, OR NATIONAL ORIGIN IN ITS HIRING PRACTICES, POLICIES, AND PROGRAMS.