



Date	Name of Applicant	Position

JESUIT HIGH SCHOOL

ADMINISTRATIVE APPLICATION FOR EMPLOYMENT

SCHOOL MISSION STATEMENT

Jesuit High School of Sacramento is a Roman Catholic college preparatory dedicated to forming competent young men into conscientious leaders in compassionate service to others for the greater glory of God.

THE SCHOOL'S EXPECTATIONS

The educational philosophy of Jesuit High School is Catholic and therefore, it is based on a faith response to the Gospel of Jesus Christ; it is Jesuit and therefore, it is formed by Ignatius of Loyola's vision of Christ and the world. The school's purpose is to lovingly serve the young men who attend and to help them realize the fullness of their spiritual, intellectual, artistic, physical, and social potential. Faculty, staff, and administrators are the living expressions of the school's philosophy. Hence, Jesuit seeks to find faculty, staff, and administrators who are proficient in their fields, who are committed to seek personal religious development, whose physical, mental, and moral discipline and skill challenges the students, and whose open-mindedness and judgment mark them as accepting and humane individuals.

SCHOOL HISTORY

Jesuit High School of Sacramento was founded by the Jesuits in September 1963. The enrollment has grown from that initial freshman class of 93 to the current level of 1,000 students. Jesuit High School is governed by a Board of Trustees, composed of both Jesuit and lay members. The Board delegates the overall responsibility for the school to the President, the chief executive officer of the school. The Principal serves as the educational leader and chief academic administrator of the school.

PLEASE INCLUDE WITH THIS APPLICATION:

- (A) A copy of your resume***
- (B) A photocopy of your university transcripts***
- (C) Two or three recently dated letters of recommendation***
- (D) Brief typewritten responses to the following questions on a separate sheet of paper:***

- 1. Discuss your personal philosophy of education and the role of administration in a Catholic high school setting.*
- 2. How does your relationship with God inform your life and your work in secondary education?*
- 3. All leaders at Jesuit High School share the responsibility of articulating and animating the mission of the Gospel, of the Society of Jesus, and of Jesuit secondary education to our students, parents, faculty, and staff. Describe your experience of articulating and animating this mission.*
- 4. Considering your previous experience and your strengths and areas for growth, describe why you feel you are a qualified candidate for this position.*

Please submit application documents to:

Ms. Beth Tegge, Human Resources Director
Jesuit High School
P.O. Box 254647, Sacramento, CA 95865

A. PERSONAL INFORMATION

Name: _____
 (Last) (First) (Middle Initial)

Address: _____
 (Street) (City) (State) (Zip)

Phone: (____) _____ (____) _____ Soc. Security No. _____
 (Day) (Evening)

Religion: _____ Church/Parish _____

Are you an active member of the religious affiliation indicated above? Yes No

Do you have knowledge of Catholic doctrine? Yes No

Are you willing to perform your administrative duties in accordance with this doctrine? Yes No

Do you have the legal right to work in the United States of America? Yes No

Have you ever been charged with or convicted of a criminal offense?
 (Include both felonies and/or serious misdemeanors) Yes No

A conviction will not necessarily disqualify an applicant from employment.

Do you have any physical condition or handicap which may limit your ability to perform the job for which you are applying? If yes, indicate on a separate sheet of paper what can be done to accommodate your limitation? Yes No

Have you ever been dismissed from a teaching or administrative position? Yes No

If you answered yes to any of the last three questions, please explain below.

EDUCATION				
SCHOOL	DEGREE / DIPLOMA	MAJOR	UNITS/HRS	DATES OF ATTENDANCE
High School:				
College:				
Graduate:				
Other:				

Do you have plans for further education? Yes No

If so, please indicate _____

CREDENTIAL(S)			
TYPE/STATE	SUBJECT(S)	EXPIRATION DATE	CERT #

B. ADMINISTRATIVE / TEACHING / COUNSELING EXPERIENCE
 (Please list most recent experience first.)

PRIOR TEACHING EXPERIENCE				
SCHOOL	CITY/STATE	SUBJECT(S)/GRADE(S)	DATES	SUPERVISOR

PRIOR ADMINISTRATIVE EXPERIENCE				
SCHOOL	CITY/STATE	SUBJECT(S)/GRADE(S)	DATES	SUPERVISOR

TOTAL YEARS ADMINISTRATIVE / TEACHING EXPERIENCE			
	ELEMENTARY/MIDDLE	HIGH SCHOOL	COLLEGE
TEACHING			
ADMINISTRATIVE			

Reason for leaving present position: _____

Are we free at this time to contact your present employer? Yes No

Person to contact (Name/Title): _____ Phone: _____

C. REFERENCES / OTHER WORK EXPERIENCE

PROFESSIONAL REFERENCES - List at least three past supervisors and principals.			
SUPERVISOR	TITLE	SCHOOL/DISTRICT	PHONE

PERSONAL REFERENCES - List at least two character references			
NAME	RELATIONSHIP	DATES	PHONE

OTHER WORK / MILITARY EXPERIENCE				
JOB TITLE	COMPANY/ LOCATION	DATES	DUTIES	SUPERVISOR/ PHONE

D. CO-CURRICULAR EXPERIENCE

Please indicate school, community, or church clubs, sports or committees in which you have participated or which you have directed.

E. SALARY

Current salary: _____ Expected salary from Jesuit: _____

F. RELEASES AND SIGNATURE — Please read carefully and sign below.

I certify that the information provided on this application is complete and accurate. I further authorize Jesuit High School to investigate any and all statements made on this application and in my essay responses. I give permission to contact the references and employers listed herein. I hereby release Jesuit High School, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. Failure to provide accurate information or to knowingly withhold information constitutes grounds for rescinding any offer of employment or for immediate termination if already employed.

I also understand and acknowledge that neither this application, nor any personnel policies, practices or procedures create an express or implied offer of employment.

I also understand and acknowledge that fingerprint clearance, tuberculosis testing clearance and pre-employment drug screening clearance are requirements of employment at Jesuit High School. I agree and consent to have my fingerprints investigated and be tested for tuberculosis in a manner prescribed by law prior to being offered employment. I also consent to have a pre-employment drug test.

Signature

Date