



JESUIT HIGH SCHOOL
 1200 Jacob Lane, Carmichael, CA 95608
 (916) 482-6060

CLASSIFIED STAFF APPLICATION FOR EMPLOYMENT

SCHOOL MISSION STATEMENT

Jesuit High School is a Roman Catholic college preparatory that actively seeks, educates, and nurtures young men from a wide variety of ethnic, socio-economic, and religious backgrounds in the greater Sacramento area. In the tradition of St. Ignatius of Loyola, the founder of the Society of Jesus, Jesuit education is committed to the development of the whole person through a challenging educational experience of academic excellence, co-curricular involvement, and spiritual and religious formation. Our entire school program is dedicated to developing conscientious leaders and agents of change who are intellectually distinguished, morally courageous, and compassionate in service to others for the greater glory of God.

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 office of the school. The Principal serves as the educational leader and chief academic administrator of the school.

Application for Employment:

You may attach a resume; however, the application must be completed in its entirety and signed. Any offer of employment by Jesuit High School is made contingent upon the applicant completing and/or providing the following:

- Fingerprinting/background check
- Evidence of testing for tuberculosis (T.B.)
- Pre-Employment Drug Screen
- Documentation establishing both identity and employment authorization to work in the U.S.

Jesuit High School is an equal opportunity employer

A. PERSONAL INFORMATION

Name		
Last	First	MI
Address		
Street	City	State, Zip
Home Telephone: ()	Social Security Number:	
Cellular Telephone: ()	E-Mail:	

Position Applying for: _____ Desired Salary: _____

How did you hear about this position? Newspaper Ad Jesuit High School Employee

Friend Other _____

Have you ever worked for Jesuit High School? No Yes If yes, in what position/department?

Do you have any relatives working at Jesuit High School? No Yes

If yes, please state name(s) and relationship _____

If under the age of 18, can you provide a work permit? Yes No

Have you ever been convicted of a criminal offense? (*A conviction will not necessarily disqualify an applicant from employment.*)

No Yes If yes, please explain: _____

Any offer of employment may be made contingent upon successfully passing a job-related physical examination. Can you perform the essential functions of the position for which you have applied?

Yes No If not, what can be done to help accommodate you? _____

B. EDUCATION INFORMATION

School	Course/Major	Graduated (yes/no)	Degree Earned
High School			
College			
College/Other			

C. EMPLOYMENT HISTORY

Please begin with your **present** or **most recent** position. List all jobs in the past 7-10 years and account for any gaps in employment, including any college, volunteer experience, travel, etc. Each section must be completed. You may attach additional sheets if necessary.

A resume may be attached, however, "see resume" is not a substitute for completing this section.

May we contact your current employer? Yes No

Title/Position:	Dates of Employment (Month/Year) From: To:	Starting Pay: Ending Pay:
Name of Employer:	Street Address:	City, State, Zip:
Name of Supervisor:	Telephone Number:	Full Time or Part Time:
Describe your position and responsibilities:		
		Reason for Leaving:

Title/Position:	Dates of Employment (Month/Year) From: To:	Starting Pay: Ending Pay:
Name of Employer:	Street Address:	City, State, Zip:
Name of Supervisor:	Telephone Number:	Full Time or Part Time:
Describe your position and responsibilities:		
		Reason for Leaving:

Title/Position:	Dates of Employment (Month/Year) From: To:	Starting Pay: Ending Pay:
Name of Employer:	Street Address:	City, State, Zip:
Name of Supervisor:	Telephone Number:	Full Time or Part Time:
Describe your position and responsibilities:		
		Reason for Leaving:

Title/Position:	Dates of Employment (Month/Year) From: To:	Starting Pay: Ending Pay:
Name of Employer:	Street Address:	City, State, Zip:
Name of Supervisor:	Telephone Number:	Full Time or Part Time:
Describe your position and responsibilities:		
		Reason for Leaving:

Title/Position:	Dates of Employment (Month/Year) From: To:	Starting Pay: Ending Pay:
Name of Employer:	Street Address:	City, State, Zip:
Name of Supervisor:	Telephone Number:	Full Time or Part Time:
Describe your position and responsibilities:		
		Reason for Leaving:

D. ADDITIONAL SKILLS

<i>COMPUTER SKILLS/SOFTWARE PROGRAMS</i>	<i>LANGUAGES (other than English)</i>	
1.	1.	<input type="checkbox"/> Speak
2.		<input type="checkbox"/> Write
3.		<input type="checkbox"/> Read
<i>OTHER SKILLS</i>	2.	<input type="checkbox"/> Speak
1.		<input type="checkbox"/> Write
2.		<input type="checkbox"/> Read

E. PROFESSIONAL REFERENCES

<i>NAME</i>	<i>POSITION</i>	<i>ADDRESS</i>	<i>TELEPHONE</i>

F. CERTIFICATION (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 statements made on this application, and I give permission to contact references and employers listed herein. Thereby 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 knowingly withholding information, constitutes grounds for rescinding any offer of employment or for immediate termination, if already employed.

I understand and acknowledge that neither this application, nor any personnel policies, practices or procedures create an express or implied offer of employment. I further understand that my employment with Jesuit High School is "at will;" that is, in the event of my appointment, my employment is subject to termination at any time, for any reason, with or without cause or notice, by election of either Jesuit High School or myself.

I also understand and acknowledge that I must, as a requirement of employment at Jesuit High School, complete the fingerprinting process, pass a pre-employment drug screen and submit a test for tuberculosis in a manner prescribed by law.

Applicant's Signature

Date

Applicant's Printed Name