



**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. *Please submit application documents to:*

Chief Financial Officer | Mrs. Anne Long  
**Anne.Long@jesuithighschool.org**, ph. 916-482-6060  
 Jesuit High School – 1200 Jacob Lane, Carmichael, CA 95608

**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**

<b>Name</b>		
<b>Last</b>	<b>First</b>	<b>MI</b>
<b>Address</b>		
<b>Street</b>	<b>City</b>	<b>State, Zip</b>
<b>Home Telephone: (    )</b>		
<b>Cellular Telephone: (    )</b>		<b>E-Mail:</b>

Position Applying for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

How did you hear about this position?       Online/Newspaper Ad       Jesuit High School Employee  
 Friend       Other \_\_\_\_\_

Do you have any relatives working at Jesuit High School?       Yes       No  
 If yes, please state name(s) and relationship \_\_\_\_\_

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

If offered a position with Jesuit High School, can you perform the essential functions of the job with or without accommodations?       Yes       No

Have you ever been dismissed or fired from a job?       Yes       No

*If you answered yes to the last question, please explain on a separate sheet of paper.*

**Please note:**

**Current law and our policy require us to perform background checks on every employee who has access to students. Please understand that if you are selected for hire, you will be required to submit a live scan of your fingerprints on which an extensive background check is performed. Arrest and conviction records for most offenses will be reported to us. In most cases these records will not affect your ability to be hired or maintain employment. On occasion an additional conversation is necessary to determine whether or not the reported record affects your ability to perform the essential functions of your job. For example, if a conviction for reckless driving resulted from a background check for a person hired as a bus driver. In that case you would be given a copy of the results of the live scan.**

**B. EDUCATION INFORMATION**

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

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

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

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

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

**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 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 nor procedures create an express or implied offer of employment.

I also understand and acknowledge that if a conditional employment offer is extended, 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 a final offer of employment. I also understand that I will not receive and am not entitled to know the contents of confidential reports received and I further understand that these reports are privileged.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name