



Date of Application	Name of Applicant	Teaching Area(s)
		1.
		2.

## ***JESUIT HIGH SCHOOL***

### **FACULTY 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. A teacher is the living expression of the school's philosophy. Hence, Jesuit seeks to find faculty members 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 YOUR APPLICATION:***

- (A) A copy of your resume***
- (B) A photocopy of your university transcripts***
- (C) One or two recently dated letters of recommendation***
- (D) "Request for Evaluation" checklist (If necessary, this can be submitted at a later date.)***
- (E) Brief typewritten responses to the following questions on a separate sheet of paper:***

- 1. Why do you want to teach at Jesuit High School?*
- 2. How does your faith in God influence your life and your teaching?*
- 3. How will you contribute to the faith community at Jesuit High School?*
- 4. What specific contributions, beyond your normal teaching/counseling assignment, can you make to the intellectual, social, spiritual and cultural development of our students?*
- 5. Briefly discuss your teaching philosophy and methodology, including the use of technology.*

#### ***All application materials can be forwarded to:***

Jesuit High School  
1200 Jacob Lane  
Carmichael, CA 95608  
916-480-2151

**hiring.jesuit@jesuithighschool.org**

**A. PERSONAL INFORMATION**

Name: \_\_\_\_\_  
 (Last) (First) (Middle Initial)

Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 (Cell) (Home)

Do you have knowledge of Catholic doctrine and are you willing to teach in accordance with this doctrine?  Yes  No

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 from teaching?  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.**

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

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

NUMBER OF COLLEGE / GRADUATE UNITS IN TEACHING AREA(S)		
TEACHING AREA	# OF UNDERGRAD. UNITS	# OF GRADUATE UNITS
1.		
2.		
3.		

Do you have plans for further education?  Yes  No

If so, please indicate \_\_\_\_\_

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

PRIOR TEACHING EXPERIENCE				
SCHOOL	CITY/STATE	SUBJECT/GRADE	DATES	SUPERVISOR

Reason for leaving present position: \_\_\_\_\_

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

Person to contact (Name/Title): \_\_\_\_\_ Phone: \_\_\_\_\_

TOTAL YEARS TEACHING EXPERIENCE		
ELEMENTARY/MIDDLE	HIGH SCHOOL	COLLEGE

PLEASE CHECK ONE OR MORE:  Full-time  Part-time  
 Substitute  Coaching

**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 PREFERENCE:** Check each of the following activities you desire to coach, moderate, or assist with:

- |   |   |  |             |
|---|---|--|-------------|
| <input type="checkbox"/> Architecture                     | <input type="checkbox"/> Football             | <input type="checkbox"/> Service Clubs   | Other _____ |
| <input type="checkbox"/> Baseball                         | <input type="checkbox"/> Golf                 | <input type="checkbox"/> Soccer          | _____       |
| <input type="checkbox"/> Basketball                       | <input type="checkbox"/> Lacrosse             | <input type="checkbox"/> Speech & Debate | _____       |
| <input type="checkbox"/> California Scholastic Federation | <input type="checkbox"/> Mock Trial           | <input type="checkbox"/> Swimming        | _____       |
| <input type="checkbox"/> Campus Ministry                  | <input type="checkbox"/> Newspaper            | <input type="checkbox"/> Tennis          | _____       |
| <input type="checkbox"/> Choral Music                     | <input type="checkbox"/> Pep Band / Orchestra | <input type="checkbox"/> Track & field   | _____       |
| <input type="checkbox"/> Christian Service                | <input type="checkbox"/> Retreats             | <input type="checkbox"/> Volleyball      | _____       |
| <input type="checkbox"/> Computers                        | <input type="checkbox"/> Robotics             | <input type="checkbox"/> Water Polo      | _____       |
| <input type="checkbox"/> Cross Country                    | <input type="checkbox"/> Rugby                | <input type="checkbox"/> Wrestling       | _____       |
| <input type="checkbox"/> Drama                            | <input type="checkbox"/> Science Clubs        | <input type="checkbox"/> Yearbook        | _____       |

**E. SALARY**

Desired 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 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# REQUEST FOR EVALUATION

OF \_\_\_\_\_  
(applicant's name)

Dates employed by or known to you: From: \_\_\_\_\_ To: \_\_\_\_\_

What was the applicant's position? \_\_\_\_\_

If the applicant was a teacher, what subject(s) was (were) taught? \_\_\_\_\_

Would you re-employ this person? \_\_\_\_\_ Yes \_\_\_\_\_ No

Skills, Knowledge and Characteristics	Superior	Good	Fair	Poor	Unknown
Knowledge of Subject matter					
Knowledge of principles and methods of teaching					
Provides for individual differences among students					
Establishes and maintains appropriate rapport with students					
Creativity in instructional strategies					
Command of English/Communication Skills					
General appearance and grooming					
Work ethic/Professionalism					
Flexibility					
Acceptance & appreciation of diversity					
Use of good judgment					
Interest and enthusiasm					
Response to supervision					
Relationships with staff and faculty					
Relationships with parents					
<b>General Rating</b>					

Additional Comments:

\_\_\_\_\_  
Evaluator's Name (please print or type)

\_\_\_\_\_  
Signature

(\_\_\_\_\_) \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Official position or occupation

\_\_\_\_\_  
Date