



| Date of Application | Name of Applicant | Employment Area |
|---------------------|-------------------|-----------------|
|                     |                   | 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 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 work at Jesuit High School?*
  2. *How does your faith in God influence your life and your work?*
  3. *How will you contribute to the faith community at Jesuit High School?*
  4. *What specific contributions, beyond your normal assignment, can you make to the intellectual, social, spiritual and cultural development of our students?*

*Please submit application documents to:*

***Ms. Beth Tegge, Human Resources Director  
Jesuit High School  
1200 Jacob Ln.,  
Carmichael, CA 95608***

**A. PERSONAL INFORMATION**

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

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

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

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 applied for? 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 teaching?  Yes  No

If you answered yes to any of the last three questions, please explain on a separate sheet of paper.

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

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

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/<br>LOCATION | DATES | DUTIES | SUPERVISOR/ PHONE |
|                                  |                      |       |        |                   |
|                                  |                      |       |        |                   |

**D. CO-CURRICULAR EXPERIENCE:** Check each of the following activities you desire to coach, moderate, or assist with:

- |   |  |  |             |
|---|--|--|-------------|
| <input type="checkbox"/> Amnesty International            | <input type="checkbox"/> Drama         | <input type="checkbox"/> Service Clubs | Other _____ |
| <input type="checkbox"/> Pep Band/Orchestra/Chorus        | <input type="checkbox"/> Football      | <input type="checkbox"/> Soccer        | _____       |
| <input type="checkbox"/> Baseball                         | <input type="checkbox"/> Forensics     | <input type="checkbox"/> Swimming      | _____       |
| <input type="checkbox"/> Basketball                       | <input type="checkbox"/> Golf          | <input type="checkbox"/> Tennis        | _____       |
| <input type="checkbox"/> California Scholastic Federation | <input type="checkbox"/> Martial Arts  | <input type="checkbox"/> Track & field | _____       |
| <input type="checkbox"/> Campus Ministry                  | <input type="checkbox"/> Newspaper     | <input type="checkbox"/> Volleyball    | _____       |
| <input type="checkbox"/> Christian Service                | <input type="checkbox"/> Retreats      | <input type="checkbox"/> Water Polo    | _____       |
| <input type="checkbox"/> Computers                        | <input type="checkbox"/> Rugby         | <input type="checkbox"/> Wrestling     | _____       |
| <input type="checkbox"/> Cross Country                    | <input type="checkbox"/> Science Clubs | <input type="checkbox"/> Yearbook      | _____       |

**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.

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