



JESUIT HIGH SCHOOL OF SACRAMENTO

CLASSIFIED STAFF APPLICATION FOR EMPLOYMENT

HIRING FOR MISSION

At Jesuit High School Sacramento, we seek mission-driven, diverse, and talented educators and staff who are committed to forming students into Men and Women for Others. Guided by our Catholic and Jesuit tradition, we provide a rigorous, college-preparatory experience rooted in leadership, service, and a vibrant campus life. More information about history, school mission, and Ignatian education can be found on jesuithighschool.org.

Jesuit High School is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant on the basis of age, sex, race, disability, or any other legally-recognized protected basis under applicable law. Applicants with disabilities may be entitled to reasonable accommodation. A reasonable accommodation is a change in the way things are normally done that will ensure an equal employment opportunity without imposing undue hardship for us. If you are an applicant with a disability, please inform Human Resources if you need assistance completing any forms or to otherwise participate in the application process.

Please submit application documents to **hiring.jesuit@jesuithighschool.org**

You may attach a resume; however, the application **must be completed in its entirety** and signed.

PERSONAL INFORMATION

Date of Application _____

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

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

Phone: (____) _____

Applying for position: _____

How did you learn of this opening? _____

CLASSIFIED STAFF APPLICATION FOR EMPLOYMENT

Are you over 18 years old? ☐ Yes ☐ No If not, can you furnish a work permit? ☐ Yes ☐ No

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

Do you have knowledge of Catholic doctrine? ☐ Yes ☐ No

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

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

EDUCATION INFORMATION

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

Do you have plans for further education? ☐ Yes ☐ No If so, please indicate _____

Are you a graduate of Jesuit Sacramento or another Jesuit institution? ☐ Yes ☐ No

If so, please indicate _____

EMPLOYMENT HISTORY

(Please list most recent experience first.) 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.

Are we free at this time to contact your present employer?

☐ Yes

☐ No

A resume may be attached. "See resume" is not a substitute for completing this section.

TITLE/POSITION		DATES OF EMPLOYMENT	
Employer Name:		From:	To:
Address:			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Supervisor Name/Title:		Phone:	
Describe your position & responsibilities:			
Reason for leaving:			

TITLE/POSITION:		DATES OF EMPLOYMENT	
Employer Name:		From:	To:
Address:			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Supervisor Name/Title:		Phone:	
Describe your position & responsibilities:			
Reason for leaving:			

TITLE/POSITION:			DATES OF EMPLOYMENT	
Employer Name:			From:	To:
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TITLE/POSITION:			DATES OF EMPLOYMENT	
Employer Name:			From:	To:
Address:				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Supervisor Name/Title:			Phone:	
Describe your position & responsibilities:				
Reason for leaving:				

ADDITIONAL SKILLS

COMPUTER SKILLS / SOFTWARE PROGRAMS	OTHER SKILLS

LANGUAGES (other than English)			
	<input type="checkbox"/> Speak	<input type="checkbox"/> Write	<input type="checkbox"/> Read
	<input type="checkbox"/> Speak	<input type="checkbox"/> Write	<input type="checkbox"/> Read
	<input type="checkbox"/> Speak	<input type="checkbox"/> Write	<input type="checkbox"/> Read

PROFESSIONAL REFERENCES

PROFESSIONAL REFERENCES - List at least three past supervisors and principals.			
NAME	POSITION	ADDRESS	PHONE

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

RELEASES AND SIGNATURE – Please read carefully, initial, and sign below.

_____ (initial) I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.

_____ (initial) I understand, where permissible under applicable law, I may be required to submit to a medical examination for tuberculosis testing after receiving a conditional offer of employment, and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Jesuit High School.

_____ (initial) I authorize Jesuit High School and its representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied. I release Jesuit High School and its agents and employees from any liability resulting from the information released. I authorize employers, schools, and other persons named on this application to provide any information or transcripts requested. I understand that Jesuit High School will not seek information about my prior compensation.

_____ (initial) I understand employment with Jesuit High School is contingent on my providing sufficient documentation required by federal law to establish my identity and eligibility to work in the United States.

_____ (initial) I expressly understand and agree that either Jesuit High School or I may terminate my employment relationship with Jesuit High School at any time, with or without cause or notice.

_____ (initial) I understand that no representation, whether oral or written, by any representative or agent of Jesuit High School, at any time, can constitute an implied or expressed contract of employment. I further understand no representative or agent of Jesuit High School has the authority to enter into an agreement for employment for any specified period of time or to alter the at-will nature of employment, other than in a document signed by the president of the school.

_____ (initial) I certify that all of the above information is true and complete, and I understand that any falsification or material omission of information may result in denial of employment or, if hired, may result in termination regardless of the time lapse before discovery.

_____ (initial) I understand an offer of employment is conditioned upon complying with all of Jesuit High School's requirements including, but not limited to, disclosing information about my criminal background consistent with applicable law, and signing any requested consent for Jesuit High School to conduct an investigation or obtain a report about my background.

Signature

Date

Printed Name