



JESUIT HIGH SCHOOL OF SACRAMENTO

FACULTY 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.

PLEASE INCLUDE WITH THIS 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:
 - Why do you want to teach at Jesuit High School?
 - How does your faith in God influence your life and your teaching?
 - How will you contribute to the faith community at Jesuit High School?
 - What specific contributions, beyond your normal teaching/counseling assignment, can you make to the intellectual, social, spiritual and cultural development of our students?
 - Briefly discuss your teaching philosophy and methodology, including the use of technology.
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FACULTY APPLICATION FOR EMPLOYMENT

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? _____

Subject area preferences

1. _____
2. _____
3. _____

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

Do you have knowledge of Catholic doctrine and are you willing to teach in accordance with this 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				
SCHOOL	DEGREE / DIPLOMA	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

Has your license(s) or certification(s) ever been revoked or suspended? If **yes**, please indicate reason, dates of revocation or suspension and date of reinstatement:

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 _____

TEACHING / COUNSELING EXPERIENCE

(Please list most recent experience first.)

PRIOR TEACHING EXPERIENCE				
SCHOOL	CITY/STATE	SUBJECT(S)/GRADE(S)	DATES	SUPERVISOR

PRIOR TEACHING EXPERIENCE				
SCHOOL	CITY/STATE	SUBJECT(S)/GRADE(S)	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
TEACHING			

Please check one or more: ☐ Full-time ☐ Part-time
☐ Substitute ☐ Coaching

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

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 | <input type="checkbox"/> Other_____ |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Golf | <input type="checkbox"/> Soccer | <input type="checkbox"/> Other_____ |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Lacrosse | <input type="checkbox"/> Speech & Debate | <input type="checkbox"/> Other_____ |
| <input type="checkbox"/> Calif Scholastic Federation | <input type="checkbox"/> Mock Trial | <input type="checkbox"/> Swimming | <input type="checkbox"/> Other_____ |
| <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 | <input type="checkbox"/> Yearbook | |

SALARY

Desired salary from Jesuit: _____

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

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of principles and methods of teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides for individual differences among students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes and maintains appropriate rapport with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity in instructional strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command of English/Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General appearance and grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work ethic/Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance & appreciation of diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest and enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with staff and faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Evaluator's Name (please print or type)

Signature

(_____)_____
Phone Number

Official position or occupation

Date