



Saint Lawrence Catholic School

Employment Application

(Diocesan Form AC360)

Date received: _____

**Answering items marked with * is optional. Otherwise, you are asked to complete all items.
If an item does not apply to your situation, write N/A.
If more space is needed, please attach additional sheets.**

Section 1: Personal

Check one: Ms. Miss sister check one: full time
 Mr. Mrs. brother part time
 Dr. priest

Last name First name Middle name

Address: number, street, city, state, zip Phone (include area code)

_____ If Roman Catholic, which parish: _____

Religion* (Religion is a bona fide requirement and information solicited meets requirements of federal law)

Section 2: Education

List your own education background beginning with the most recent degree earned:

Name of school, with city and state	Level of degree	Date degree was conferred

Practicum or student teaching:

School(s) Supervising teacher(s) Date grade/subject

Teaching certification:

Type of license	Content area	Certification number
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Issuing state or agency	Date issued	Date expires
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Workshops, seminars, internships, grants or summer programs you participated in during the last five years which are not part of a degree program:

Program/place	Sponsor	Date(s)	Field
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Program/place	Sponsor	Date(s)	Field
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Program/place	Sponsor	Date(s)	Field
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Program/place	Sponsor	Date(s)	Field
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List your professional association memberships

Section 3: Present Employment and Extra-Curricular Involvement

List relevant prior positions below, putting most recent/current employment first:

School/organization	Your position/title	City & state	Month/year started	Month/year ended

If you have worked in a school before, list all extra-curricular activities that you have sponsored or coached:

Section 4: Church and Community Involvement

List your recent church and community involvement, both volunteer and paid:

Section 5: Professional References

List three persons (not family members) who are able to discuss your qualifications for this position:

Name	Phone	Professional relationship to you

Reason(s) for leaving your present (or most recent) employment:

How soon will you be available to begin employment at Saint Lawrence? _____

Please answer the following three questions on a separate piece of paper. Responses should be submitted in your own handwriting, not typed. Your combined responses should not exceed two pages in length.

1. What is your vision of Catholic education?
2. What do you feel are the gifts you can offer our students?
3. Why do you want to work at Saint Lawrence Catholic School?

Please attach your résumé, relevant college transcript(s), and any letters of recommendation.

Section 6: Criminal History and Authorization

To be considered for a position, you must answer the following questions:

Have you been charged with, accused of, or convicted of child abuse or sexual abuse? YES NO

Are you over the age of 18 and legally eligible to work in the United States? YES NO

Have you ever been convicted of a felony? YES NO

If yes to any of the above, please explain:

I attest that all information provided on this application and its attachments is true, complete and accurate. I understand that any falsification of information (by omission or commission) may, at any time, cause termination of my application or, if already employed, termination of my employment. I also am aware that to be considered for employment, I will be the subject of a criminal background check.

Full printed name

Signature

Date

This application will be kept on file for two years.