

# *Mount Saint Dominic Academy*

## APPLICATION FOR EMPLOYMENT – PROFESSIONAL

DATE: \_\_\_\_\_

**NAME** \_\_\_\_\_

*Last*

*First*

*Middle*

**ADDRESS** \_\_\_\_\_

*Street*

*City*

*State*

*Zip*

**HOME PHONE** \_\_\_\_\_ **CELL PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**POSITION APPLIED FOR** \_\_\_\_\_

**HOW DID YOU HEAR ABOUT THIS POSITION?** \_\_\_\_\_

EDUCATION	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	TOT. YEARS OF STUDY	DEGREE/ DIPLOMA
HIGH SCHOOL				
UNDERGRADUATE-COLLEGE				
GRADUATE/PROFESSIONAL				
OTHER (SPECIFY)				

ADDITIONAL COURSES/SEMINARS	NAME & ADDRESS OF SCHOOL	FROM	TO

TEACHING EXPERIENCE	NAME & ADDRESS OF SCHOOL	FROM	TO	GRADE	SUBJECT

**TOTAL NUMBER OF YEARS EXPERIENCE** \_\_\_\_\_

LAST PLACE OF EMPLOYMENT	NAME & ADDRESS OF SCHOOL	PRINCIPAL	TELEPHONE

STATE CERTIFICATION	STATE	TYPE

**STATE BRIEFLY YOUR FUTURE EDUCATIONAL PLANS** \_\_\_\_\_

**HAVE YOU EVER BEEN EMPLOYED BY MOUNT SAINT DOMINIC ACADEMY? YES \_\_\_\_\_ NO \_\_\_\_\_**

If yes, when?

**DO YOU HAVE ANY FRIENDS OR RELATIVES EMPLOYED BY MOUNT SAINT DOMINIC ACADEMY? YES \_\_\_\_\_ NO \_\_\_\_\_**

If yes, please provide their names and relationship to you:

**ARE YOU CURRENTLY EMPLOYED? YES \_\_\_\_\_ NO \_\_\_\_\_**

**MAY WE CONTACT YOUR EMPLOYER? YES \_\_\_\_\_ NO \_\_\_\_\_**

**ARE YOU CURRENTLY ON "LAY OFF" STATUS AND SUBJECT TO RECALL? YES \_\_\_\_\_ NO \_\_\_\_\_**

**IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE PROOF OF YOUR ELIGIBILITY TO WORK IN THE U.S.? YES \_\_\_\_\_ NO \_\_\_\_\_**

**ARE YOU ABLE TO PERFORM ALL OF THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING WITH OR WITHOUT REASONABLE ACCOMMODATION? YES \_\_\_\_\_ NO \_\_\_\_\_**

**IF HIRED, ARE THERE ANY ACCOMMODATIONS MSDA WOULD NEED TO PROVIDE SO THAT YOU CAN PERFORM ALL THOSE ESSENTIAL FUNCTIONS AND DUTIES OF THE POSITION BEING APPLIED FOR? YES \_\_\_\_\_ NO \_\_\_\_\_**

**Additional information:**

**DRIVING MAY BE A REQUIREMENT OF THE POSITION YOU ARE APPLYING FOR. HAVE YOU BEEN CONVICTED OF DRIVING UNDER THE INFLUENCE (DUI) IN THE LAST 7 YEARS? YES \_\_\_\_\_ NO \_\_\_\_\_**

If yes, please explain:

**IF HIRED, DO YOU HAVE A RELIABLE MEANS OF TRANSPORTATION TO AND FROM WORK? YES \_\_\_\_\_ NO \_\_\_\_\_**

REFERENCES (NAME)	RELATIONSHIP	ADDRESS	TELEPHONE

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the rules and regulations of Mount Saint Dominic Academy and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or Mount Saint Dominic Academy's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by Mount Saint Dominic Academy. I understand that a background check will be performed.

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

<b>FOR OFFICE USE:</b> <b>Interviewed by:</b> <b>Comments:</b>	<b>Date:</b>
--	--------------