



## ST. IGNATIUS, MARTYR, CATHOLIC SCHOOL

120 W. Oltorf, Austin, Texas 78704 | Tel: 512.442.8547 | Fax: 512.442.8685 | <http://www.st-ignatius.org>

### Application for Employment

This application must be filled out completely, and signed and dated by the applicant. **FILL OUT ALL SPACES WITH REQUESTED INFORMATION OR ENTER "N/A"**. St. Ignatius, Martyr Catholic School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national, origin, gender, age or disability. In cases where a position may require the candidate to be a practicing member of the Catholic Church, a notice will be placed on the job posting announcement on the St. Ignatius, Martyr Catholic School web site.

DATE OF APPLICATION: \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME: \_\_\_\_\_  
Last First MI

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Work Mobile

POSITION for which you are applying: \_\_\_\_\_

Full Time:  Part Time:  Temporary:  Date available for work: \_\_\_\_\_

Are you bi-lingual (English/Spanish)? Yes:  No:

Level of fluency: **Conversing:**  Excellent  Good  Poor

**Writing:**  Excellent  Good  Poor

**Reading:**  Excellent  Good  Poor

Please note other/additional languages spoken: \_\_\_\_\_



**ST. IGNATIUS, MARTYR, CATHOLIC SCHOOL**

120 W. Oltorf, Austin, Texas 78704 | Tel: 512.442.8547 | Fax: 512.442.8685 | <http://www.st-ignatius.org>

**EDUCATIONIAL HISTORY**

Please attach official transcripts and certificates

INSTITUTION AND LOCATION	FROM Mo./Yr.	TO Mo./Yr.	DEGREE		MAJOR FIELD	MINOR FIELD
			Degree	Date		
High School						
Technical/trade (after high school)						
College or University						
College or University						
Graduate Work						
Other education/training						

**CERTIFICATE/LICENSE HELD**

Please attach a copy of your certificate/license

License or Certification	Date Issued	Date Expires	Issuing Authority	License Number

**PERSONAL REFERENCES**

Provide 2 personal references (**not** family members) that may be contacted to verify your qualifications.

Name	Occupation	Address	Telephone (include area code) Email:
Name	Occupation	Address	Telephone (include area code) Email:



**ST. IGNATIUS, MARTYR, CATHOLIC SCHOOL**

120 W. Oltorf, Austin, Texas 78704 | Tel: 512.442.8547 | Fax: 512.442.8685 | <http://www.st-ignatius.org>

**EMPLOYMENT RECORD**

List all places where you have been employed during the last 10 years, starting with the most current and working back. Attached additional pages if more space is needed. **Account for all periods of unemployment longer than 30 days.**

**Company Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

May we Contact this Employer:  Yes  No

Dates of Employment:

From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Description of Duties:

Describe any disciplinary or performance problems:

Reason for leaving this company:

**Company Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

May we Contact this Employer:  Yes  No

Dates of Employment:

From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Description of Duties:

Describe any disciplinary or performance problems:

Reason for leaving this company:



**ST. IGNATIUS, MARTYR, CATHOLIC SCHOOL**

120 W. Oltorf, Austin, Texas 78704 | Tel: 512.442.8547 | Fax: 512.442.8685 | <http://www.st-ignatius.org>

**Company Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

May we Contact this Employer:  Yes  No

Dates of Employment:

From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Description of Duties:

Describe any disciplinary or performance problems:

Reason for leaving this company:

**Company Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

May we Contact this Employer:  Yes  No

Dates of Employment:

From \_\_\_\_\_ to \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Description of Duties:

Describe any disciplinary or performance problems:

Reason for leaving this company:



**ST. IGNATIUS, MARTYR, CATHOLIC SCHOOL**

120 W. Oltorf, Austin, Texas 78704 | Tel: 512.442.8547 | Fax: 512.442.8685 | <http://www.st-ignatius.org>

**LIST MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

**PRESENT PERSONAL EDUCATIONAL PURSUITS**

(Working for degree, workshops, etc. attended within last 3 years)

**PRINCIPAL HOBBIES**

**WRITE A BRIEF STATEMENT (100 WORDS) STATING YOUR STRENGTHS AND WEAKNESSES AS THEY PERTAIN TO THE POSITION SOUGHT.**





**ST. IGNATIUS, MARTYR, CATHOLIC SCHOOL**

120 W. Oltorf, Austin, Texas 78704 | Tel: 512.442.8547 | Fax: 512.442.8685 | <http://www.st-ignatius.org>

**TRANSCRIPTS**

Please have a copy of your transcripts and credentials from high school, technical/trade school, colleges or universities sent to us as soon as possible.

**PLEASE READ AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE OF THE TERMS OF THIS APPLICATION FOR EMPLOYMENT BY SIGNING THE SPACE PROVIDED.**

1. I certify that **ALL** information provided by me in connection with this application for employment, whether specifically listed on this application or provided by other means, is true and complete, and I understand that any misstatement, falsification omission or concealment of any information may be grounds for refusal to hire or, if already hired, immediate termination of employment.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States of America.
3. I understand that St. Ignatius, Martyr Catholic School and/or the Diocese of Austin may check with the Texas Department of Public Safety, the Federal Bureau of Investigation or any other law enforcement or criminal justice agencies for my criminal history or driving record.
4. I understand and accept the condition of employment that requires my professional and personal conduct and lifestyle to conform to the ethical and moral teachings of the Roman Catholic Church.
5. I authorize ANY of the persons or organizations referenced in this application to provide any and all information concerning my previous employment, education or any other information they might have, whether personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from all damages which may result from furnishing such information or from any use of this information

**SIGNATURE:** No application for employment will be considered unless it has the original handwritten signature of the applicant on the signature line blow.

**ELECTRONIC SIGNATURE:**  By checking this box and typing my name on the signature line, I submit this application as if I were signing it in my own handwriting, and agree that the employer may rely on this action as my signature:

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**How did you learn of this position?**

<input type="checkbox"/> Local Newspaper	<input type="checkbox"/> Internet	<input type="checkbox"/> Parish Bulletin
<input type="checkbox"/> Diocesan Employee	<input type="checkbox"/> Catholic Spirit	<input type="checkbox"/> NCEA Job Bank
<input type="checkbox"/> Work in Texas	<input type="checkbox"/> Diocesan Website	<input type="checkbox"/> Other:

**Human Resources Use Only:**

Date: Received: \_\_\_\_\_ Received By: \_\_\_\_\_

# APPLICANT DATA and BACKGROUND CHECK INFORMATION SHEET

This **confidential information** is to be used by St. Ignatius, Martyr Catholic School, the Catholic Schools and EIM Offices **ONLY** for statistical and background check purposes. Unauthorized use of this information is grounds for termination of employment.

POSITION APPLIED FOR: \_\_\_\_\_

LEGAL NAME: \_\_\_\_\_  
Last First MI

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Number Street City State Zip

Have you changed your last name in the past 3 years? Yes  No

If yes, what was your previous last name: \_\_\_\_\_

Have you lived outside of Texas in the last 5 years? Yes  No

If yes, what state(s) did you live in? \_\_\_\_\_

Have you ever been convicted of any crime, not including traffic offenses? Yes  No

If "yes," explain in the space provided. (**NOTE:** Successful completion of probation, community supervision, parole or deferred adjudication is considered a "conviction" for this purpose of this application.). Explain:

To the best of your knowledge, have you **ever** been the subject of a complaint submitted through any Diocese's Ethics and Integrity in Ministry (Safe Environment) procedure, or **any other complaint** involving allegations of child abuse, abuse of the elderly or any inappropriate sexual conduct?

Yes  No

If "yes" explain: \_\_\_\_\_

Gender: Male  Female

Ethnicity:

Race

Hispanic  
 Non-Hispanic

Black / African American  
 Native Hawaiian / Pacific Islander  
 American Indian / Native Alaskan

White  
 Asian  
 Two or more races

Religious Affiliation (check one)

Roman Catholic  Eastern Catholic  
 Orthodox Catholic  Other

By signing this statement, you agree to allow the Diocese of Austin to conduct a background check, which may include criminal and driving records or other information deemed necessary by the diocese

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date