

PROVIDENCE

THE COLLEGE PREPARATORY SCHOOL FOR GIRLS GRADES 6-12

1215 North St. Mary's Street ▪ San Antonio, Texas 78215-1737 ▪ P (210) 224-6651 ▪ F (210) 224-6214 ▪ www.providencehs.net

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|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Substitute Teacher |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Coach |
| <input type="checkbox"/> Librarian | |

Position Desired

PERSONAL INFORMATION

Date of Application _____ Date available for employment: _____

Name: _____ Social Security # _____
 Last First Middle Initial

Address: _____ City/St./Zip _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____ Texas Driver's License No: _____

Commercial/Bus Driver Certification Yes No If yes Commercial Driver's License No: _____

Church or denomination: _____ Parish where you are registered: _____

Position Desired: _____ Check One: Full-time/ Part-time / Substitute

If applying for a staff position please go directly to Educational Background

Subjects you are certified to teach: _____

From among the fields you are qualified to teach, list the subject areas you prefer:

1st Preference: _____ 2nd Preference _____ 3rd Preference: _____

Which Extra Curricular activities would you prefer to be a part of _____

Certifications (Teaching and/or other)

| State Agency | Type | Certificate # | Date Issued | Date Expires |
|--------------|------|---------------|-------------|--------------|
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Total Education Hours Earned: Elementary: _____ Secondary: _____

EDUCATIONAL BACKGROUND

| Name of School | City/State | Date graduated | Expected graduation date | Type of Diploma | Major/Minor Fields of Study |
|----------------|------------|----------------|--------------------------|-----------------|-----------------------------|
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Do you hold a Catechetical Certificate Yes No If yes, what (Arch)Diocese? _____

Have you ever been discharged or disciplined by an employer for theft, sexual harassment, disruptive behavior using or possessing a weapon on company premises, and/or using drugs or illegal substances? Yes No

If yes provide, dates and details _____

Have you been convicted, pled guilty, pled nolo contendere, or received deferred adjudication for a felony or misdemeanor? Yes No If yes, explain on a separate sheet of paper or word document the dates and nature of the offense(s), the name(s) and location(s) of the court(s), and the disposition of the case(s)

EMPLOYMENT RECORD

Begin with your current or last position and work backward in time

Current or last employer _____ Immediate Supervisor: _____

Address: _____ Supervisor Email: _____

City/State/Zip: _____ Supervisor Phone No: _____

Positions Held: _____ Starting Date: _____ Leaving Date: _____

May We Contact Your current Employer? Yes No

Reason for Leaving: _____

Employer _____ Immediate Supervisor: _____

Address: _____ Supervisor Email: _____

City/State/Zip: _____ Supervisor Phone No: _____

Positions Held: _____ Starting Date: _____ Leaving Date: _____

May We Contact Your current Employer? Yes No

Reason for Leaving: _____

Employer _____ Immediate Supervisor: _____

Address: _____ Supervisor Email: _____

City/State/Zip: _____ Supervisor Phone No: _____

Positions Held: _____ Starting Date: _____ Leaving Date: _____

May We Contact Your current Employer? Yes No

Reason for Leaving: _____

REFERENCES

| Name | Title | Company | Telephone | Email (If available) |
|------|-------|---------|-----------|----------------------|
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Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided below.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that a misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, terminate employment. I understand that as a condition of employment I will be required to provide legal proof of authorization to work in the United States. I understand that I am granting permission for Providence Catholic School to verify the information I have listed. I also authorized Providence Catholic School to conduct a criminal background check and an investigative consumer report on me, as defined in Public law 91-508 and/or the Fair Credit Reporting Act, and I understand that such a report may include information as to my character, general reputation, personal characteristics, criminal history, financial conditions and mode of living. I understand that, if an inquiry is made, the nature and scope of the information will be supplied to me upon written request. If I am employed, I agree to abide by and comply with all the rules of Providence Catholic School. I fully understand and agree that, ("if I am employed, my employment is for no definite period and may be terminated at any time by either me or Providence Catholic School.")

I authorize the references listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from any liability for any damage that may result from furnishing the same to you.

I acknowledge that this application becomes the property of Providence Catholic School and said school reserves the right to accept or reject it.

Signature of Applicant: _____ Date: _____

Electronic Signature Implies Compliance