

# 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.providencecatholicsschool.net



*A commitment to Catholic education by the Sisters of Divine Providence since 1951*

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

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  

Last
First
M.I.

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

Street Address
Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Position Desired: \_\_\_\_\_ Full or Part time \_\_\_\_\_

Texas Driver's License # \_\_\_\_\_

Commercial/Bus Driver Certification Yes  or No  If yes, Commercial Driver's License# \_\_\_\_\_

Church or Denomination: \_\_\_\_\_ Parish where you are registered: \_\_\_\_\_

Subjects you are certified to teach: \_\_\_\_\_

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

1<sup>st</sup> Preference: \_\_\_\_\_ 2<sup>nd</sup> Preference: \_\_\_\_\_ 3<sup>rd</sup> Preference: \_\_\_\_\_

Which extra circular activities would you prefer to be a part of \_\_\_\_\_

### Certifications

| State Agency | Type | Certificate # | Date Issued | Date Expires |
|--------------|------|---------------|-------------|--------------|
|              |      |               |             |              |
|              |      |               |             |              |
|              |      |               |             |              |

**Total Education Hours Earned: Elementary:** \_\_\_\_\_ **Secondary:** \_\_\_\_\_

### Educational Background

| Name of School | City/State | Date Graduated | Expected Graduation Date | Type of Diploma | Major/Minor Field of Study |
|----------------|------------|----------------|--------------------------|-----------------|----------------------------|
|                |            |                |                          |                 |                            |
|                |            |                |                          |                 |                            |
|                |            |                |                          |                 |                            |

Do you hold a Catechetical Certificate? Yes  or 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  or No

If yes provide, dates and details:

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Have you been convicted, plead guilty, pled nolo contendere, or received deferred adjudication for a felony or misdemeanor? Yes  or 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).

### Previous Employment

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

Company: \_\_\_\_\_ Dates worked From: \_\_\_\_\_ To: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Supervisor email: \_\_\_\_\_ Position held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Dates worked From: \_\_\_\_\_ To: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Supervisor email : \_\_\_\_\_ Position held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

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Dates worked

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Supervisor email : \_\_\_\_\_ Position held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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May we contact your previous supervisor for a reference?      YES      NO  
         

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**References**

| Name/Title | Company | Phone | Email |
|------------|---------|-------|-------|
|            |         |       |       |
|            |         |       |       |
|            |         |       |       |

**Disclaimer and Signature**

**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: \_\_\_\_\_