

Archdiocese of Miami Department of Schools
9401 Biscayne Boulevard
Miami Shores, FL 33138
(Tel) 305-762-1075
(Fax) 305-762-1115

Email, fax, or send application to the school

APPLICATION FORM FOR A POSITION IN A CATHOLIC SCHOOL

In order to be considered for employment, this application must be filled out completely. Resumes and information posted at the Department of Schools website DO NOT satisfy the requirement of submitting this completed application. Send this document directly to the school.

Date: _____ New Applicant: YES _____ NO _____

Name: _____
Last Name First Name Initial

Social Security Number: _____

Present Address: _____
Street City State Zip

How Long at Current address: _____ Years _____ Month(s) Email address: _____

Home Phone: () _____ Other Telephone() _____

Position Desired: _____

Religion: _____ Registered in _____ parish

Other addresses, if any in the LAST SEVEN (7) years:

As part of the process of employment, all prospective teachers must submit fingerprints as described in the Archdiocese of Miami Personnel Screening Manual.

Any misinformation or deliberate withholding of pertinent information may be cause for terminating any agreement entered into as a result of this application.

EMPLOYMENT HISTORY

All information must be supplied on this application

Present or most Recent Employer	Employed From <u>Month-</u> <u>Year-</u>	Employed To <u>Month-</u> <u>Year-</u>
May we contact at this time? Yes (<input type="checkbox"/>) No(<input type="checkbox"/>)	Reason for leaving:	
Street	Name of Immediate Supervisor	Telephone Number
Position(s) held:	Job Descriptions:	

Previous Employer (if employed less than 10 years in above job)	Employed From <u>Month-</u> <u>Year-</u>	Employed To <u>Month-</u> <u>Year-</u>
May we contact at this time? Yes (<input type="checkbox"/>) No(<input type="checkbox"/>)	Reason for leaving:	
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Previous Employer (if employed less than 10 years in above job)	Employed From <u>Month-</u> <u>Year-</u>	Employed To <u>Month-</u> <u>Year-</u>
May we contact at this time? Yes(<input type="checkbox"/>) No(<input type="checkbox"/>)	Reason for leaving:	
Street	Name of Immediate Supervisor	Telephone Number
Position(s) held:	Job Description	

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Give full information, including dates:

EDUCATION:

School	Name and Location of Institution	Degree or Diploma Received	Year of Graduation	Major/Minor area of Study
High School				
Baccalaureate Studies				
Graduate Studies				

OTHER RELEVANT EXPERIENCE:

REFERENCES:

Name of Reference	Address	Daytime Phone	How long have you known this person?	Nature of Relationship
		()		
		()		
		()		

The Immigration Reform and Control Act of 1986 makes it unlawful for an employer to hire a person for employment in the United States if the person is not legally authorized to be employed. The Archdiocese of Miami will hire only United States citizens and aliens lawfully authorized to work in the United States.

Are you legally entitled to be employed in the United States? Yes () No ()

If Yes, under which of the following provisions (Please circle):

U.S. Citizen Non-Immigrant Work Visa Permanent Resident Alien Other

If I am selected for employment, I agree to provide documentation establishing identity and employment authorization in accordance with the requirements of the law and any regulations thereunder.

BACKGROUND QUESTIONS:

- Has a criminal, civil or internal complaint to management or supervisors at places of employment/volunteering ever been filed against you which alleged sexual misconduct, harassment or child abuse by you, or your participation in or facilitation of such activities?

_____Yes _____No

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If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify by name and title, the person(s) who investigated the complaint and the person who adjudicated the complaint.

2. Do you presently serve, or have you ever served as a volunteer for any organization, entity or group in which you had significant contact with children or other vulnerable populations (i.e. elderly, mentally or emotionally challenged, etc.)

_____ Yes _____ No

If yes, please provide the name, address and telephone number of the organization, period of volunteer service, supervisor's name; and briefly describe your activities and/or duties.

3. Have you ever terminated any employment or volunteer service or chosen not to renew or continue any employment or volunteer service or have you ever had employment or volunteer service terminated, or been subject to any disciplinary action against you for reasons relating to allegations of sexual misconduct or child abuse by you?

_____ Yes _____ No

If yes, please explain. Please include in your explanation the date, nature and place of the occurrence(s) or allegation(s) and the disposition of the matter(s). Also identify your employer and supervisor at the time by name, address and telephone number.

4. Have you ever been convicted of a crime (other than a minor traffic violation)?

_____ Yes _____ No

If yes, please explain. Please include in your explanation the date and place of any conviction and the crime for which you were convicted.

5. Have you ever entered a plea of guilty or no lo contendere or been convicted of a crime other than a minor traffic violation?

_____ Yes _____ No

If yes, please explain.

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6. Have you ever been registered in a pre-trial intervention program?

_____ Yes _____ No

If yes, please explain.

7. Have you ever had a sealed or expunged record?

_____ Yes _____ No

If yes, please explain.

8. Have you ever been reprimanded, investigated, or dismissed from a position for grounds that include or involve immoral conduct, unprofessional conduct, unethical conduct, harassment (including sexual harassment), unfitness for service, etc.?

_____ Yes _____ No

If yes, please explain the incident(s) and provide the name(s) of the supervisor(s), telephone number(s) dates, etc.

9. Have you ever been a defendant in a civil action for an intentional tort, including but not limited to assault, false imprisonment, rape, etc.?

10. Is there anything that will prevent you from performing the essential functions of the position for which you are applying with or without reasonable accommodation?

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The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me. I authorize the Archdiocese of Miami to make inquiries including criminal history and driving history. I hereby release and agree to hold harmless from liability any person or organization, who, in good faith, provides information to complete a background investigation. I also agree to release and hold harmless the local parish, school, Archdiocese of Miami, and the officers, employees, and volunteers thereof from any present or future claim of any kind, resulting from any alleged liability for conducting a background investigation which may include, but not limited to, criminal courts, state and county repositories or criminal records.

In signing this application I affirm that the information I have given is true and correct. Furthermore, I understand that employment is contingent upon a background screening including a criminal background check.

Signature of Applicant: _____

Signature of Principal: _____

Date: _____

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