



CANDIDATE NAME _____

PRINCIPAL / TEACHER APPLICATION

Are you eligible for employment in the United States? YES NO (Proof of citizenship will be required upon employment)

For the purposes of verifying past employment or other information on this application, please list other names used:

We consider applicants for all positions without regard to age, race, color, sex, disability, national origin, or other bases protected by law. We shall be non-discriminatory in employment practices in accordance to applicable federal and state laws insofar as they are consistent with the beliefs, official teachings, and doctrines of the Catholic Church. The employer may give preference to a Catholic applicant.

Applicants may request any needed accommodation to complete the application process.

SEND APPLICATION TO THE SCHOOL YOU ARE APPLYING

PARISH / SCHOOL NAME:		DATE:	
ADDRESS:		CITY:	ZIP:

PERSONAL

LAST NAME:	FIRST NAME:	MIDDLE INITIAL:	EMAIL:
PERMANENT ADDRESS:			
CITY:	STATE:	ZIP:	HOME PHONE:
RELIGIOUS EDUCATION CERTIFICATION: <input type="checkbox"/> NONE <input type="checkbox"/> BASIC <input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> ADVANCED <input type="checkbox"/> NOT SURE		RELIGIOUS AFFILIATION:	BUSINESS PHONE:

POSITION APPLYING FOR

PRINCIPAL/ADMINISTRATOR TEACHER TEACHER AND/OR SUBSTITUTE SUBSTITUTE ONLY

DATE AVAILABLE FOR EMPLOYMENT	SALARY DESIRED	ARE YOU UNDER CONTRACT?
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FOR TEACHER APPLICANTS ONLY (CHECK ALL THAT APPLY)

<p>ELEMENTARY SCHOOL</p> <p><input type="checkbox"/> FULL-TIME TEACHER</p> <p><input type="checkbox"/> PART-TIME TEACHER</p> <p><input type="checkbox"/> SUBSTITUTE TEACHER</p> <p>CIRCLE THE GRADES YOU PREFER TO TEACH:</p> <p><input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> NO PREFERENCE</p>	<p>SECONDARY SCHOOL</p> <p><input type="checkbox"/> FULL-TIME TEACHER</p> <p><input type="checkbox"/> PART-TIME TEACHER</p> <p><input type="checkbox"/> SUBSTITUTE TEACHER</p> <p>CIRCLE THE GRADES YOU PREFER TO TEACH:</p> <p><input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> NO PREFERENCE</p>
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HAVE YOU BEEN EMPLOYED BY A PARISH/SCHOOL IN THE ARCHDIOCESE OF MILWAUKEE IN THE PAST? YES NO

IF YES, LOCATION(S)

CANDIDATE NAME _____

EDUCATION

COLLEGE / UNIVERSITY NAME & LOCATION (City & State)	NUMBER OF CREDITS	DEGREE EARNED

CERTIFICATION

LEVEL	TYPE OF CERTIFICATE (i.e., Life, 5 years)	STATE	DATE ISSUED

EMPLOYMENT (START WITH MOST RECENT)

DATES		ORGANIZATION (Address/City/State)	POSITION TITLE (Subject/Grade)	PRINCIPAL/SUPERVISOR'S NAME	REASON FOR LEAVING
FROM	TO				

MAY WE CONTACT CURRENT OR PAST EMPLOYERS? YES NO

PROFESSIONAL ACTIVITIES

REFERENCES (GIVE RECENT ACADEMIC OR PROFESSIONAL REFERENCES)

NAME	WORKING RELATIONSHIP

NAME	WORKING RELATIONSHIP

CANDIDATE NAME _____

NAME	WORKING RELATIONSHIP
ADDRESS	PHONE NUMBER
HOW DO YOU KNOW PERSON?	HOW LONG KNOWN PERSON?

HAVE YOU EVER BEEN CONVICTED OF, OR PLEAD GUILTY TO NOLO CONTENDERE TO, AN OFFENSE (INCLUDING FELONY, MISDEMEANOR OR MUNICIPAL ORDINANCE), OR ARE YOU NOW SUBJECT TO A PENDING CRIMINAL CHARGE?
<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, DESCRIBE IN DETAIL (E.G. DATE; CONVICTION OR OFFENSE; LOCATION OF COURT)
<small>(CONVICTIONS OR PENDING CHARGES WILL BE CONSIDERED IN THE HIRING PROCESS ONLY TO THE EXTENT THEY SUBSTANTIALLY RELATE TO THE CIRCUMSTANCES OF EMPLOYMENT SOUGHT BY THE APPLICANT.)</small>

DECLARATION

<p>-I hereby declare the information provided by me in this Application for Employment is true, correct and complete.</p> <p>-I hereby authorize the employer, schools, and persons named on this application to give any information requested regarding my employability, character, and qualifications, and release them from all liability for any damages for issuing this information.</p> <p>-I understand and agree that any misrepresentation, false statement, or omissions by me in this application will be sufficient reason for rejecting my application or for dismissal at any time during my employment without liability to my employer and/or the Archdiocese of Milwaukee.</p> <p>-I understand that, consistent with State regulation, I may be required to submit to, or provide evidence of, tuberculin testing and/or chest X-rays.</p> <p>-By signing my name below, I understand that nothing contained in this application or in the interview process is intended to create an employment contract.</p> <p><input type="checkbox"/> By checking this box I have read and understand the above statements.</p>	
SIGNATURE	DATE

By entering my full name, I attest that this constitutes my legal electronic signature on this form.

REVISED 5/18