

Please describe your background in religious education: _____

Please explain why you feel you are qualified to accept this leadership role in Catholic education: _____

Employment Experience

Please list all positions held. Start with your present or most recent job, including service assignments, self-employment, and part-time jobs.

Employer	Dates Employed		Describe in detail the work you performed.
Street	From	To	
City, State			
Telephone ()			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
↑ Please check if you do not wish for employer to be contacted			

Employer	Dates Employed		Describe in detail the work you performed.
Street	From	To	
City, State			
Telephone ()			
Job Title	Hourly Rate/Salary		
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Telephone ()			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
↑ Please check if you do not wish for employer to be contacted			

Account for all periods of unemployment of one-month duration or more since you left school until the present time. Do not include information related to leaves of absence due to disability or work-related illness or injury. Continue on a separate sheet if necessary.

From	To	Explanation
Month/Year	Month/Year	

Have you ever been involuntarily terminated from any job? Please provide an explanation for each incident.

Education

School Name, Address & Phone	Major Area of Study	Did You Graduate	Degree or Certificate
High School			
College			
Masters/Other			

If you did not graduate, why did you leave school or college? _____

You will need to have a copy of your transcript(s) and credential(s) from all colleges and universities attended available to KCSS at the time of your interview. Please make arrangements for these records to be available.

Special Skill and Qualifications

List scholastic honors, offices held, volunteer organizations, professional associations, and activities that you have been involved in that would complement your qualifications for this position.

List any courses or training programs you have completed which will aid us in evaluating your qualifications for the position you are seeking:

Knowledge of computer hardware and software: _____

References

Give three references that are not related to you and are not previous employers:

	Name	Address	Telephone	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Applicant's Statement

PLEASE READ BEFORE SIGNING. If you have any questions regarding the following statements, please ask before signing.

By signing my name below, I certify that all statements made on this application are true and complete to the best of my knowledge and I have not (except as otherwise indicated) withheld any information requested on this form. I authorize KCSS to contact each of my former employers, as well as schools and law enforcement agencies to obtain information needed to consider me for employment. I understand that misrepresentations or omissions on this application or in my interview may be cause for rejection of this application or subsequent termination

I also understand that any offer of employment, which is made pursuant to this application, is contingent up my successful completion of a job-related physical examination prior to commencing work. This physical examination will include a drug screen. Any applicant who refuses to take the required drug screen or who tests positive on the screening will not be considered for employment.

I hereby acknowledge that I have read and understand each of the above statements.

DATE: _____ SIGNATURE OF APPLICANT: _____

AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V