

APPLICATION FOR EMPLOYMENT

CONTACT INFORMATION

Full Name (Last, First, Middle, Maiden) _____

Address (Street, City, State, Zip) _____

Email: _____ Phone: _____

I. PERSONAL & BACKGROUND INFORMATION

- Are you at least 18 years of age? ☐ Yes ☐ No
- Are you now, or have you ever been, employed at St. Joseph? ☐ Yes ☐ No
- If hired, can you provide verification of your legal right to work in the US? ☐ Yes ☐ No
- Date available to start work: _____
- How did you hear about this position? ☐ School Website ☐ College/University Posting
☐ Employment Website ☐ Current Employee ☐ Current Family
☐ Other: _____

Note: You will be disqualified from employment if convicted of certain crimes or if listed in a sex offender database, per Michigan law.

II. POSITION PREFERENCES

Position:

☐ Administration ☐ Office Staff/Attendance ☐ Instructional Aide ☐ Teacher ☐ Substitute Teacher ☐ Intervention Specialist ☐ Other (Please Describe): _____

Grade Level Preference (Teacher Applicants):

☐ Preschool/PreK ☐ Kindergarten ☐ 1st Grade ☐ 2nd Grade ☐ 3rd Grade ☐ 4th Grade
☐ 5th Grade ☐ 6th Grade ☐ 7th Grade ☐ 8th Grade Other: _____

III. EDUCATIONAL BACKGROUND

High School:

School Name: _____

City: _____ State: _____ Did you graduate? ☐ Yes ☐ No

Graduation Year: _____

College/University 1:

Name: _____ Dates Attended: _____ to _____

City: _____ State: _____ Major: _____

Degree: _____

College/University 2:

Name: _____ Dates Attended: _____ to _____

City: _____ State: _____ Major: _____

Degree: _____

Note: Please send transcripts to St. Joseph Catholic School.

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IV. STUDENT TEACHING, CERTIFICATION & LICENSURE

- Do you hold or plan to obtain a Michigan certificate/licensure?
 - ☐ Yes – Valid Michigan Certificate DOE #: _____
 - ☐ Temporary Expiration: _____
 - ☐ Professional
 - ☐ Other: _____
 - ☐ Yes – Plan to Obtain
 - ☐ No
- Do you hold a certificate/licensure from another state?
 - ☐ Yes – State: _____ DOE #: _____
 - ☐ Temporary Expiration: _____
 - ☐ Professional
 - ☐ Other: _____
 - ☐ No
- Subjects shown on certificate: _____
- Have you ever had your certificate/license suspended or revoked? ☐ Yes ☐ No
 - If yes, please explain: _____

V. PROFESSIONAL EXPERIENCE

Most Recent Employer:

Employer Name/Address: _____

Are you currently under contract? ☐ Yes ☐ No

If yes, expiration: _____ Position Title: _____

Dates of Employment: _____ to _____ Supervisor's Name: _____

Reason for Leaving: _____ Phone: _____

Starting Salary: _____ Ending Salary: _____

Previous Employer:

Employer Name/Address: _____

Position Title: _____

Dates of Employment: _____ to _____ Supervisor's Name: _____

Reason for Leaving: _____ Phone: _____

Starting Salary: _____ Ending Salary: _____

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VI. OTHER AREAS OF INTEREST

Please indicate activities you are willing and able to direct, coach, or advise:

Athletics

- ☐ Baseball ☐ Basketball ☐ Cross-Country ☐ Football ☐ Soccer ☐ Softball ☐ Track
☐ Volleyball

Clubs & Arts

- ☐ Art ☐ Band/Orchestra ☐ Chess ☐ Choral ☐ Computer ☐ Dance ☐ Drama/Theater
☐ Jr. National Honor Society ☐ Newspaper/Journalism ☐ Power of the Pen ☐ Quiz Bowl
☐ Science Olympiad ☐ Speech/Debate ☐ Student Council ☐ Talent Show
☐ Yearbook/Photography ☐ Service Coordinator

Other Roles

- ☐ Detention Supervisor ☐ Tutoring ☐ Before/After Care Other: _____

VII. APPLICANT STATEMENT & AUTHORIZATION FOR RELEASE OF INFORMATION

- I understand that any misrepresentation or material omission on this application may be grounds for cancellation of employment or immediate dismissal.
- I acknowledge that employment may be subject to a full background check, including FBI and state investigations, as well as possible drug testing.
- I authorize the employer to verify all education, employment history, and references, and release any person or entity providing such information from liability.

Applicant's Signature: _____

Date: _____

Required Professional Documents for Employment (please attach with your application)

- ☐ Cover Letter (for Faculty)
- ☐ Resume (for Faculty)
- ☐ Three (3) References

Submit Completed Application and Professional Documents to:

Christy Mercurio (Principal)

Email: principal@stjosepherie.com