



## FACULTY APPLICATION

We are an equal opportunity employer, dedicated to non-discrimination in employment on the basis of race, color, age, sex, national origin, disability or veteran status.

Position \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last Maiden

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Cell Home

Social Security Number \_\_\_\_\_

If related to anyone who works with the Diocese, provide name, department, and location \_\_\_\_\_

Date available for employment \_\_\_\_\_ Have you applied with diocese before? \_\_\_ Yes \_\_\_ No

Are you currently employed? \_\_\_ Yes \_\_\_ No May we inquire of your present employer? \_\_\_ Yes \_\_\_ No

Is there any reason why you might be unable to perform consistently and promptly any teaching, coaching, or sponsoring duties? \_\_\_ Yes \_\_\_ No If yes, please explain \_\_\_\_\_

Do you have any physical or mental condition which may limit your ability to perform work for which you have applied? \_\_\_\_\_

If hired, can you provide written evidence of a right to work in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you served in the U. S. military? \_\_\_\_\_ Yes \_\_\_\_\_ No Dates of service \_\_\_\_\_  
From To

Type of discharge \_\_\_\_\_ Reserve status \_\_\_\_\_

Have you ever been disciplined or fired? \_\_\_\_\_

Have you ever been convicted of a crime, entered a plea of "no contest", had prosecution deferred or adjudication withheld for any crime, except a minor traffic violation? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please state the following: Number of convictions \_\_\_\_\_ Date of conviction(s) \_\_\_\_\_

Nature of offense(s) \_\_\_\_\_ Your age at time of conviction(s) \_\_\_\_\_

*"PREPARING YOUNG PEOPLE FOR COLLEGE AND FOR LIFE"*

1055 Kingman Avenue

Jacksonville, FL 32207

Phone: 904/398-7545

Fax: 904/398-5728

*www.bishopkenny.org*

# EMPLOYMENT HISTORY

All information must be supplied on this application

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Present or Most Recent Employer May we contact at this time? Yes( ) No( )

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Employed From (month/year) Employed To (month/year) Job Description

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Address City State Zip

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Job Title - Start

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Job title - Termination

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Starting Salary Reason for leaving or considering leaving

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Ending Salary Name of immediate Supervisor Telephone No.

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Previous Employers (if employed less than 10 years in above position)

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Employer

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Employed From (month/year) Employed To (month/year) Job Description

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Address City State Zip

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Job Title - Start Job Title - Termination

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Starting Salary Reason for leaving

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Ending Salary Name of Immediate Supervisor Telephone

\*\*\*\*\*  
Employer

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Employed From (month/year) Employed To (month/year) Job Description

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Address City State Zip

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Job Title - Start Job Title - Termination

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Starting Salary Reason for leaving or considering leaving

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Ending Salary Name of Immediate Supervisor Telephone No.



## REFERENCES

Please provide three (3) professional references who can attest to your professional work and who have knowledge of your work ability.

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

## PROFESSIONAL STATEMENT

Write a brief statement stating your strengths and weaknesses as you see them for this position.

## EMPLOYMENT APPLICATION CERTIFICATION

I hereby certify that all facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information on this application or provided in the hiring process which is discovered at any time after I am employed may result in my dismissal.

I hereby authorize Bishop Kenny High School and the Diocese of Saint Augustine to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with the Fair Credit Reporting Act. I authorize the references and previous employers listed to give Bishop Kenny High School and the Diocese of Saint Augustine all facts, opinions, and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to Bishop Kenny High School and the Diocese of Saint Augustine, including, but not limited to, any liability for defamation or invasion of privacy.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or the Diocesan medical examination or inquiry, including fingerprinting and/or drug screen. If then employed, I understand that I will be required to serve a (90) day probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either Bishop Kenny High School or myself. I understand that no supervisor or other representative of Bishop Kenny High School has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I further understand and voluntarily agree as a condition of employment or my continued employment, that I may be requested by Bishop Kenny High School to submit urinalysis or other drug screen tests and that my failure to take such test(s) when requested to do so, or unsatisfactory test results, will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal.

I certify that I have read, understand, and agree with all the above.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date