

**Roman Catholic Diocese of Boise - St. Nicholas Catholic School**  
**Application for Employment – CLASSIFIED Position**



Date \_\_\_\_\_

Name \_\_\_\_\_

Present Address \_\_\_\_\_

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

Religion \_\_\_\_\_ Parish/City \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No      If not, are you legally authorized to work in the U.S.? \_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No      What charge? \_\_\_\_\_ When? \_\_\_\_\_

*(A conviction will not necessarily disqualify you from the job for which you have applied.)*

**EMPLOYMENT DESIRED:**       Full Time     Part Time

Position \_\_\_\_\_ Date you can start \_\_\_\_\_

Are you currently employed?  Yes  No      If so, may we inquire of your present employer?  Yes  No

Do you have experiences, training, skills(2<sup>nd</sup> lang.), licenses, or certificates that will be helpful in the job for which you are applying?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY** *Start with present or most recent employer and work backward.*

Dates Month and Year	Name and Address of Employer and your Supervisor	Job Title and Duties	Reason for Leaving
From ----- To			
From ----- To			
From ----- To			
From ----- To			

**EDUCATION**

	School Name and Location	Number of Years Completed	Did you Graduate?	Diplomas, Degrees, Major and Minor
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>	

**REFERENCES** Give three references other than relatives and previous employers who can tell us about your background.

Name	Address and Phone Number	Position/Business	Years Known

I certify that the information provided in this application is accurate and complete. I give my permission to St. Nicholas Catholic School to verify and investigate any and all information provided in this application. I also authorize my current and former employers, educational institutions, references, and any other persons and entities referred to in this application, to provide information to St. Nicholas Catholic School for employment-related purposes. I also give my consent to educational institutions that I have attended to disclose and provide to St. Nicholas Catholic School for employment-related purposes, transcripts containing information about me such as my courses of study, grades, credits, rank, and degrees conferred. I understand and agree that if I have provided any inaccurate, misleading, or incomplete information in this application or during the application process, such as during interviews, my application for employment will be rejected and, if I am hired, my employment will be terminated. I understand and agree that this application does not contain or imply any promise that I will be hired by St. Nicholas Catholic School, and that if I am hired, it does not contain or imply any promise that I will be employed by St. Nicholas Catholic School for any period of time or duration. I also understand and agree that, if I am hired, nothing in this application requires St. Nicholas Catholic School to have any cause or reason to terminate my employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**What church do you attend? (If not attending, put "none".)**

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**How long have you attended that church?**

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**What ministries are you involved with in your church?**

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**Would you give the school permission to contact your priest/pastor as a reference?**

**Yes    No    If yes, please provide name and phone number. \_\_\_\_\_**

**If you have students attending St. Nicholas Catholic School, please share why you choose to send them here.**

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