



# THE HIGHLANDS SCHOOL

## APPLICATION FOR EMPLOYMENT

Last Name	First	Middle	Date		
Street Address	City	State	Zip	Daytime Phone	Evening Phone
Permanent Address (If different from present address)				Cell Phone	E-Mail Address

Are you a U.S. citizen or an alien authorized to work in the U. S.  Yes  No

The core of this Organization is its Catholic identity. Employees are required to affirm and demonstrate their openness and respect for, and where it is a bona fide occupational qualification, adherence to the doctrines and teachings of the Roman Catholic Church, the Pope and the Bishops in communion with him. Are you willing to do so?  Yes  No

Have you ever been employed by a private Catholic organization, associated or affiliated with the Legionaries of Christ or National Consultants for Education?  Yes  No If yes, complete the following:

Name of Company \_\_\_\_\_ Dates employed - From \_\_\_\_\_ To \_\_\_\_\_

Position(s) held \_\_\_\_\_ Your name if different than above \_\_\_\_\_

Note: As a religious institution, this Organization is permitted and reserves the right to hire employees on the basis of religion when religion is a bona fide occupational qualification reasonably necessary to the normal operation of this Organization. (Title VII, Section 702-703, United States Civil Rights Act of 1964, as amended.) In this context, if the position(s) for which you are applying require a practicing Roman Catholic (if unsure, please ask), please answer the following questions:

Have you ever been a priest, deacon or member of a religious institute?  Yes  No

If yes, name and dates of diocese or religious order: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Position(s) for which you are applying:

Full-time  Part-time Date you are available to begin work: \_\_\_\_\_

Send completed application to:

The Highlands School  
ATTN: HR Department  
1451 E. Northgate Drive  
Irving, TX 75062

Email:  
phagerty@thehighlandsschool.org

<b>EDUCATION HISTORY:</b>			
<i>Name and location of school</i>		<i>#Years/Credit hrs. completed</i>	<i>Minor/Major and Degree Rec'd</i>
<b>High School</b>		<i>Diploma</i> <i>Yes No</i>	
<b>College</b>			
<b>Postgraduate School</b>			
<b>Additional</b>			
<p><i>List present and former employment positions beginning with your present or most recent position first. Use additional pages, if needed. Include all other names worked under if different from your name on this application. If reason for leaving was involuntary or you failed or refused to fulfill a position, please give specifics. (You may attach a separate explanation if necessary.)</i></p>			
<b>Employer Name</b>		<i>Phone</i>	
<i>Address</i>		<i>Employed (Month &amp; Year)</i> <i>From: To:</i>	
<i>Job Title</i>	<i>Supervisor's Name</i>	<i>Wages / Annual Salary</i>	
<i>Reason(s) for Leaving</i>			
<b>Employer Name</b>		<i>Phone</i>	
<i>Address</i>		<i>Employed (Month &amp; Year)</i> <i>From: To:</i>	
<i>Job Title -</i>	<i>Supervisor's Name</i>	<i>Wages / Annual Salary</i> <i>Starting: Ending:</i>	
<i>Reason(s) for Leaving</i>			
<b>Employer Name</b>		<i>Phone</i>	
<i>Address</i>		<i>Employed (Month &amp; Year)</i> <i>From: To:</i>	
<i>Job Title</i>	<i>Supervisor's Name</i>	<i>Wages / Annual Salary</i> <i>Startina: Endina:</i>	
<i>Reason(s) for Leaving</i>			
<b>Employer Name</b>		<i>Phone</i>	
<i>Address</i>		<i>Employed (Month &amp; Year)</i> <i>From: To:</i>	
<i>Job Title</i>	<i>Supervisor's Name</i>	<i>Wages / Annual Salary</i> <i>Starting: Ending:</i>	
<i>Reason(s) for Leaving</i>			

**VOLUNTEER EXPERIENCE:***(Attach additional pages if necessary)***Organization Name**

Phone

( )

Address

Volunteered (Month &amp; Year)

From:

To:

Supervisor

Description of Duties

**Organization Name**

Phone

( )

Address

Volunteered (Month &amp; Year)

From:

To:

Supervisor

Description of Duties

**ADDITIONAL SKILLS:** Please list any skills/abilities which are relevant to the position(s) for which you have applied:**PROFESSIONAL ACTIVITIES:** List memberships in professional associations relevant to the position(s) for which you have applied.**HONORS/AWARDS:** List honors and awards received within the past five years relevant to the position applied for.**Interests and Achievements:** List interests, achievements and significant life experiences outside education relevant to the position(s) for which you have applied.**REFERENCES:** Please list three (3) persons who are familiar with your past professional work, and know of your success or probable success relevant to the position(s) for which you have applied.**Reference Name/Title**

Phone

**EMAIL Address****Reference Name/Title**

Phone

**EMAIL Address****Reference Name/Title**

Phone

**EMAIL Address***In addition, if the position for which you are applying requires a practicing Roman Catholic as a bona fide occupational qualification reasonably necessary to the normal operation of this Organization, you will be required to obtain and submit a written reference from a source of the Catholic Church (e.g., current pastor, parish priest, youth minister or college/university chaplain).***May your current employer be contacted at this time?****Yes No**

**IMPORTANT: PLEASE READ EACH QUESTION BEFORE ANSWERING**

- I. Have you ever been convicted of child abuse or sexual abuse? Yes No  
If yes, please explain on a separate paper.

**I understand that the Organization has a policy of zero tolerance for abuse and takes all allegations of abuse seriously. I further understand that The Organization cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges**

11. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation? Yes No  
If yes, please explain on a separate paper.

**A conviction record is not necessarily a bar to employment. Each application will be considered individually, taking into account the nature and seriousness of the offense, how long ago it occurred, and rehabilitation. Do not answer yes if the conviction has been expunged or pardoned.**

111. I certify that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for termination if discovered at a later date.

- IV . I hereby grant permission to the Organization and/or its designee to investigate my background, qualifications and references and to release this application and related information to the appropriate parties within the Organization and to all parties external to the Organization that the Organization deems necessary for its investigation such as, but not limited to, a diocese or archdiocese. I hereby release from liability the Organization, its directors, officers, employees, related entities, and their agents from liability in connection with investigating and evaluating my application and sharing the information as described above.

- V . I authorize persons, current employer and previous employers and organizations named in this application to provide the Organization and/or its designee with any relevant information that may be required. I further release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

- VI . I understand that if employed by the Organization I am required to undergo a state and federal criminal background check. I hereby give complete permission for the Organization to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment. I hereby waive any right that I may have to inspect any information provided about me by the persons previously mentioned other than what is permitted by law including provisions of The Fair Credit Reporting Act. I understand that my employment is contingent upon results of all background checks. I have also read and understood the above stated information within this release and am signing below of my own free will.

- VII . If employed, I will abide by the policies and procedures of the Organization. I understand that acceptance of an offer of employment does not create a contractual obligation upon the Organization to continue to employ me in the future. Upon termination I authorize the release of reference information by the Organization.

- VIII . I will be required to furnish proof of identity and eligibility to work in the U.S. once a conditional job offer has been made. I understand that, if hired, I will be subject to employment at-will.

**My signature below indicates that I have read and understand the above.**

Applicant Signature:

Date:

The Organization complies with all laws concerning nondiscrimination in employment. The Organization does not unlawfully discriminate on the basis of race, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record or mental or physical handicap unrelated to ability to perform the duties of a position.

**Acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.**