

# THE HIGHLANDS SCHOOL

## APPLICATION FOR EMPLOYMENT



LAST NAME	FIRST NAME	MIDDLE NAME
APPLICATION FOR POSITION OF	AVAILABLE START DATE	TODAY DATE

EMAIL ADDRESS	CELL PHONE
	HOME PHONE

PRESENT ADDRESS – Street, City, State & Zip Code

Are you a U.S. citizen or 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 \_\_\_\_\_

Date employed: From \_\_\_\_\_ To \_\_\_\_\_ Position held: \_\_\_\_\_

NOTE: As a religious institution, this Organization is permitted and reserves the right to hire employees based on 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) answer the following questions:

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

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

Date:                      From\_                      To

POSITION(S) FOR WHICH YOU ARE APPLYING:

Full Time                      Part Time

Availability (days/time) \_\_\_\_\_

Send completed applications to: **HIGHLANDS SCHOOL**  
 1451 E. Northgate Drive  
 Irving, TX 75062  
 Attn: Human Resources

Phone: 972.554.1980  
 Fax: 972.721.1691

## EDUCATION HISTORY

Name and Location of School		#Yrs./Credit Hrs. Complete	Minor/Major and Degree Received
High School		Diploma Yes No	
College			
Postgraduate School			
Additional			

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.)

Employer	Phone Number		
Address - street, city, state, zip code	Length of Employment	Full time Part time	
	From (Month & Year) To (Month & Year)		
	Beginning salary:	Ending salary:	
Supervisor Name	Email Address	Job Title	
Reason for leaving			

Employer	Phone Number		
Address - street, city, state, zip code	Length of Employment	Full time Part time	
	From (Month & Year) To (Month & Year)		
	Beginning salary:	Ending salary:	
Supervisor Name	Email Address	Job Title	
Reason for leaving			

Employer	Phone Number		
Address - street, city, state, zip code	Length of Employment	Full time Part time	
	From (Month & Year) To (Month & Year)		
	Beginning salary:	Ending salary:	
Supervisor Name	Email Address	Job Title	
Reason for leaving			

**VOLUNTEER EXPERIENCE**

(attach additional pages if necessary)

**Organization Name**

Phone Number

Supervisor

Email address

Volunteered (month year)

From

To

Description of Duties

**Organization Name**

Phone Number

Supervisor

Email address

Volunteered (month year)

From

To

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 for which you have applied.**Honor/Awards:** List honors and awards received within the past five (5) years relevant to the position for which you have applied.**Interests and Achievements:** List interests', achievements and significant life experience 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

Email Address

Phone Number

Reference Name/Title

Email Address

Phone Number

Reference Name/Title

Email Address

Phone Number

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: READ EACH QUESTION CAREFULLY

1. 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 cooperate 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.**

2. 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, considering the nature and seriousness of the offense, how long ago in occurred, and rehabilitation. Do not answer yes if the conviction has been expunged or pardoned.**

3. 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.
4. 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 with the Organization and to all parties external to 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.
5. 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.
6. 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 must 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.
7. 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.
8. 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.**

**Application Signature:**

**Date:**

The Organization complies with all laws concerning nondiscrimination in employment. The Organization does not unlawfully discriminate based on 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.**