St. Catherine of Siena Academy

Pre-employment Questionnaire

Thank you for your interest in St. Catherine of Siena Academy! We realize that the key to a successful Catholic school is its staff. As such, we are seeking applicants who are qualified, believe in the mission of our school, want to use their gifts and talents for the glory of God, and who, by the pattern of their lives, are Catholic Christian role models.

Please fill out this application, return it to our office and we will get back with you!

INSTRUCTIONS: Please complete this entire form (print or type), date and sign the last page, to be considered for employment. If there is not sufficient space on this form to complete all requested information, feel free to attach additional pages.

We look forward to receiving your completed application. Thank you for your interest in our Academy!

Submit this application to:

St. Catherine of Siena Academy
Attention: Kathy Isgro
28200 Napier Road
Wixom, MI 48393

or

kisgro@saintcatherineacademy.org
St. Catherine of Siena Academy Foundation
EMPLOYMENT APPLICATION

Name ______________________________________________________________________
Last   First  Middle   Social Security Number

Address ____________________________________________________________________
Street       City  State  Zip

Home Phone __________________________   Work Phone __________________________
Cell Phone _________________________   Email __________________________________

Have you ever been employed by St. Catherine of Siena Academy?          ____ Yes   ____ No
Are you a U.S. Citizen or otherwise lawfully permitted to work in the U.S.? ____ Yes   ____ No

Do you have work, education, or licensure records under another name?   ____ Yes   ____ No
If yes, please indicate:

Do you have relatives employed by St. Catherine of Siena Academy?        ____ Yes   ____ No
If yes, please indicate:

Have you ever been convicted (including a plea of guilty or no contest) of a crime
(misdemeanor or felony) by a court, including a military court?   ____ Yes   ____ No
If yes, charge/date:

Are there felony charges pending against you?                     ____ Yes   ____ No
If yes, charge/date:

Have you ever been convicted of any offense involving criminal sexual conduct, attempted
criminal sexual conduct, assault with intent to commit criminal sexual conduct, felonious
assault on a child, cruelty, torture or indecent exposure involving a child? ____ Yes   ____ No
If yes, charge/date:

Your answers to the above questions do not necessarily bar you from employment, but will be
considered in relation to job requirements.
POSITION

Position Desired: Salary Expectation:

Type of Employment _____ Full-time _____ Part-time

If employed, may we contact your present employer? _____ Yes _____ No

EDUCATION

<table>
<thead>
<tr>
<th>School Type</th>
<th>Name of School</th>
<th>City and State</th>
<th>Major Course of Study</th>
<th>Degree Earned</th>
<th>Date Conferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College/University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION (IF APPLICABLE)

<table>
<thead>
<tr>
<th>Michigan Certification</th>
<th>Professional</th>
<th>Cert. Number</th>
<th>Exp. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent</td>
<td></td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Continuing</td>
<td></td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Prof. Ed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provisional</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List any other trade or professional license you currently hold:

Have you ever held a professional license, certification, or registration, including those listed above, which has been suspended, revoked, or against which points have been assessed? _____ Yes _____ No

If yes, please explain:

Are proceedings pending to suspend or revoke such a license? _____ Yes _____ No

If yes, please explain:
WORK EXPERIENCE  (Use an extra sheet if necessary)

<table>
<thead>
<tr>
<th>Date Month/Year</th>
<th>Company Name</th>
<th>Position Held</th>
<th>City and State</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Leaving</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Leaving</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Leaving</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List any background, education, or experience you have which enhances your qualifications for the position for which you have applied:

Are you presently on layoff but subject to recall to another employer?  ____ Yes  ____ No
If yes, please explain:

Have you ever been discharged or suspended from employment?  ____ Yes  ____ No
If yes, please explain:

Have you ever been asked to resign your employment?  ____ Yes  ____ No
If yes, please explain:
### PROFESSIONAL REFERENCES

<table>
<thead>
<tr>
<th>Last Employer</th>
<th>Previous Employer</th>
<th>Previous Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State, Zip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List subject(s) and grade level(s) that you are currently certified to teach, in order of preference:

Date available for employment:

Are you currently under an Employment Agreement?      ____ Yes   ____ No
If yes, expiration date:

### PERSONAL/CHARACTER REFERENCES

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Relationship</th>
<th>Phone / Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is the policy of St. Catherine of Siena Academy Foundation not to discriminate in its employment and personnel practices because of a person’s race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability, or any other basis protected by federal, state, or other applicable law.
FAITH BACKGROUND

Catholic   ____ Yes   ____ No

If not Catholic, please state faith background ________________________________________

Church Affiliation ____________________________ Years of Affiliation ______________

Are you an active, participating member?   ____ Yes   ____ No

Pastor’s Name ___________________________ Phone Number _____________________

How involved do you believe a Catholic school teacher should be in their sponsoring church or
the church of which you are a member? ___________________________________________
___________________________________________________________________________

In what Church activities are you involved and with what degree of regularity? _____________
___________________________________________________________________________

What other Christian Service have you been involved in? _____________________________
___________________________________________________________________________

Are you equipped to teach students effectively about the Catholic faith? ______________
___________________________________________________________________________

Are you a currently certified catechist (religion teacher)?   ____ Yes   ____ No
If yes, in what diocese?

PERSONAL PHILOSOPHY

On a separate piece of paper, please label and succinctly answer in one or two paragraphs
each of the questions below.

1.  Why do you wish to be employed at St. Catherine of Siena Academy?
2.  What are the main characteristics that distinguish a Catholic school from a public school?
3.  In your own words, what is the mission of our school and why is it important?
4.  What gifts do you possess which are well-suited to the position for which you are applying?
5.  What areas do you feel are your strengths?  Weaknesses?
6.  Do you believe faith and academics should be interwoven?  If so, how would you go about
doing that?
7.  How would you describe your faith life and what it means to live out the Gospel?
8.  Please summarize any additional information that you would like to present regarding your
candidacy for this position.
APPLICANT STATEMENT

PLEASE READ CAREFULLY

I authorize that the facts set forth in this application for employment are true and complete. I hereby authorize my references, local/state and national police agencies, and/or previous employers, unless otherwise noted in the application, to provide information concerning my previous employment history, motor vehicle record, criminal record history, fingerprint check and/or any related records. I hereby waive my right to receive written notice with regard to the release of disciplinary action (including any and all “unprofessional conduct”) by my current or prior employers. Further, I release all such persons who formerly employed me, persons providing a character reference and/or any schools I attended from liability or damages incurred as a result of furnishing the above information. I hereby release without limitation St. Catherine of Siena Academy Foundation, its employees, agents, and affiliates, from any liability in connection with the release or use of such background information.

I understand that false statements, misrepresentation, or omissions of facts or circumstances on this application and/or during my interviews shall be considered sufficient cause for rejection of my application or discharge from employment at any time.

I agree that if I am employed by St. Catherine of Siena Academy Foundation, the employment relationship is “at-will” which means that either the Foundation or I may terminate the employment relationship at any time with or without cause or notice. I understand and agree that no manager, supervisor or representative of the Foundation other than the President, has the authority to enter into any agreement for employment for any specified period of time or enter into any agreement contrary to any provisions in this Applicant Statement. I understand that to be binding, such an agreement must be in writing directed to me personally, and signed by both the President and me. No other practice, procedure, written or oral policy or statement by anyone, including other management personnel, can alter the at-will employment relationship. I acknowledge that my assigned, job responsibilities, compensation, work hours and place of work may be modified by the Foundation.

This provision does not prohibit the timely filing of a charge of discrimination under federal law with the a federal agency and the agency’s right to investigate is maintained. However, filing a charge or claim with an administrative agency or internally with the Foundation, does not toll (hold in abeyance) the 180 calendar day period for my filing of a civil suit and if I wish to obtain individual relief, I understand that any lawsuit must be file within 180 days of the complained of action.

I understand that I must submit to The Archdiocese of Detroit requirements regarding background checks, fingerprinting, Virtus training, or any other requirements mandated by state, local or Diocesan policy. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Catholic Christian role model.

I understand that this is only an application for employment and that no contract for employment is being offered at this time. I certify that I have carefully read and do understand the above statements.

Signature: ____________________________ Date: ________________
Saint Catherine of Siena Academy

UNPROFESSIONAL CONDUCT REQUEST

Notice to Applicant: St. Catherine of Siena Academy is prohibited by law from hiring any applicant for any school position unless the applicant signs this Authorization and Release. Information received in response will be used exclusively to evaluate the applicant’s qualifications for the position sought.

AUTHORIZATION AND RELEASE

In connection with my application for employment with St. Catherine of Siena Academy, I hereby authorize all employers listed below to disclose to St. Catherine of Siena Academy any and all information regarding “unprofessional conduct” by me, as well as disciplinary reports, letters of reprimand or other disciplinary action, and to make available copies of all documents in my personnel record related to such misconduct.

“Unprofessional conduct” is defined in S1230b of the Michigan School Code as “one or more acts of misconduct, one or more acts of immorality, moral turpitude or inappropriate behavior involving a minor, or commission of a crime involving a minor.”

I hereby release the employers listed below and employees acting on their behalf from all liability for providing the information requested and waive any written notice requirements regarding such disclosure.

Employer: ___________________________ Dates of employment: ___________________________
Address: ___________________________ Telephone: ___________________________
Reason for leaving: __________________________________________________________________________

Employer: ___________________________ Dates of employment: ___________________________
Address: ___________________________ Telephone: ___________________________
Reason for leaving: __________________________________________________________________________

Employer: ___________________________ Dates of employment: ___________________________
Address: ___________________________ Telephone: ___________________________
Reason for leaving: __________________________________________________________________________

I certify that I have listed all employers for whom I have worked in the past seven (7) years and that all the information provided is true and accurate.

Applicant: ___________________________ Soc. Sec. (last 4 digits only): ___________
(Please Print)

Signature: ___________________________ Date: ___________________________