

APPLICATION FOR EMPLOYMENT



ST. THOMAS
HIGH SCHOOL

BASILIAN FATHERS · 1900

4500 Memorial Drive
Houston, TX 77007-7332
TEL: (713) 864-6348
FAX: (713) 864-5750
WEB: www.sths.org

Date of Application _____

St. Thomas High School is an Equal Opportunity Employer and considers all candidates for employment equally regardless of race, color, national origin, sex, age or handicap. Because of its status as a religious entity, the school may consider the candidates' religious affiliation in its employment decisions, consistent with State and Federal law.

SECTION I PERSONAL DATA

Name: _____ Phone: _____
Last Name First Name Middle Name

Present Address: _____
Number Street City Zip Code

Permanent Address: _____ Phone: _____
 (If different)

E-mail address: _____ Cellular phone: _____

Social Security Number: _____ Date of Birth: _____

Marital Status: Married _____ Single _____ Widowed _____ Divorced _____ Separated _____

U.S. Citizen: Yes ___ No ___ If not a citizen of U.S., have you the legal right to remain permanently in the U.S.? Yes ___ No ___

SECTION II EMPLOYMENT DESIRED

Position: _____ Date you can start: _____

Are you employed now? _____ If so, may we contact your present employer? _____ Salary Desired: _____

SECTION III EDUCATION

	Name of Institution	Location		Dates Attended		Graduation Date	Subjects Studied
		City	State	From	To		
GRAMMAR SCHOOL							
HIGH SCHOOL							
COLLEGE / UNIVERSITY							
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL							

SECTION IV PREVIOUS EXPERIENCE

List below last four employers, starting with the most recent one.

Name and address of employer	Salary	Position	From		To	
			Mo.	Yr.	Mo.	Yr.

Reason(s) for leaving your present or most recent employment? _____

SECTION V REFERENCES

List three persons able to give information about your character and qualifications for the position for which you applied. Include your two most recent employers, and a character reference.

Name	Address	Business	Phone	Years Acquainted

SECTION VI PHYSICAL RECORD:

List any physical defects: _____

Were you ever injured? _____ If so, give details _____

Have you any defects in hearing? _____ In vision? _____ In speech? _____

Do you have any medical pre-conditions? _____ If so, explain. _____

In case of emergency notify _____
 Name Address Phone Number

SECTION VII ADDITIONAL PERSONAL INFORMATION

Although the following information is somewhat sensitive, we are obligated to request it in order to fulfill our responsibilities as an employer to screen candidates for employment in the Diocese of Galveston-Houston. If you are unable to answer the following questions for any reason, the Principal will visit with you privately to discuss them with you.

1. Have you ever been convicted of a crime with the exception of minor traffic offenses? Yes _____ No _____
If yes, please provide explanation: City _____ Date _____
Charges: _____ Disposition _____

2. Has a civil or criminal complaint ever been filed against you alleging physical or sexual abuse by you? Yes _____ No _____
If yes, give a short explanation of the complaint. (Please indicate the date, nature and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.)

3. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical or sexual abuse by you? Yes _____ No _____
If yes, give a short explanation of the allegations. (Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time including your employer's name, address and telephone number.)

I hereby certify that the information presented on this form is true, accurate and complete. Any falsification will be sufficient cause for disqualification or dismissal. References and personal information which becomes a part of this record are to be regarded as confidential and will not be revealed to me. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Signature _____ Date _____

Thank you for completing this application and for your interest in a position at St. Thomas High School in Houston, Texas.

Please return to:
Personnel Manager
St. Thomas High School
4500 Memorial Drive
Houston, TX 77007-7332