

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, disability, or any other reason prohibited by law. Because of its status as a religious entity, the school may consider the candidate's 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: _____

Are you legally authorized to work in the United States? Yes _____ No _____

SECTION II EMPLOYMENT DESIRED

Position: _____ Date you can start: _____

Salary Desired: _____

Are you able to perform the essential functions of the position with or without a reasonable accommodation? Yes _____ No _____

SECTION III EDUCATION

	Name of Institution	Location		Number of Years Attended	Did you Graduate?	Subjects Studied
		City	State			
GRAMMAR SCHOOL						
HIGH SCHOOL						
COLLEGE / UNIVERSITY						
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL						

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. With the exception of Class C misdemeanors, have you ever been convicted of a felony or misdemeanor, plead nolo contendere (no contest) to a felony or misdemeanor, received deferred adjudication, been charged with a felony or misdemeanor that has not been resolved, or are you under indictment for the commission of a felony? Yes ____ No ____

If yes, please provide the following information:

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. I further agree and understand that, in the event that any offer of employment is made to me by St. Thomas, such employment is on an "at-will" basis, which means that employment is for an indefinite period of time, and both I and St. Thomas are free to terminate the employment relationship at any time, with or without cause, and with or without notice. I further agree that information obtained through references, and other information obtained by St. Thomas related to this application which becomes a part of this record, are to be regarded as confidential and may not be revealed to me.

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

(Revised 05/05)