



APPLICATION FOR EMPLOYMENT

The Academy of the Sacred Heart is committed to providing equal opportunity regarding its employment practices. Subject to the religious mission of the School as determined by the School, the Religious of the Sacred Heart, the Archdiocese of New Orleans, and/or the Catholic Church, we adhere to a policy of making employment decisions without regard to age, race, color, gender, religion (except BFOQ), national origin, marital status, citizenship, or handicap/disability or any other category protected by federal, state, or local law. Louisiana is an "employment at-will" state.

Position Applied for \_\_\_\_\_ Date Available \_\_\_\_\_

Employment Desired Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Summer/Temporary \_\_\_\_\_

Social Security No (last 4 digits) \_\_\_\_\_ US Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Must provide proof of eligibility to work in the US

Full Legal Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_ Military Service? \_\_\_\_\_

Have you ever been employed by this school before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list dates and job title \_\_\_\_\_

Referred By \_\_\_\_\_ Salary Desired \$ \_\_\_\_\_ Hourly / Annually

Have you ever pleaded "no contest," "nolo," or guilty to a crime, or been convicted of a crime, which has not been annulled, expunged, or sealed by a court? Yes \_\_\_\_\_ No \_\_\_\_\_\*

Are there any criminal charges currently pending against you? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been a defendant in a civil suit on an intentional tort (assault, battery, false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered 'yes' to any of the foregoing three questions, please give dates and details: \_\_\_\_\_

\*Conviction of a crime does not automatically disqualify a candidate. Background checks are performed.

Do you have any relatives employed by the School? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Relative \_\_\_\_\_

Are you at least 18 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

If under 18, you must provide a work permit to work during the school year.

## EDUCATION

High School \_\_\_\_\_ Did you graduate? Yes/No  
Name of School City/State

College \_\_\_\_\_ Major/Degree  
Name of School City/State

Graduate \_\_\_\_\_ Major/Degree  
Name of School City/State

Trade/Technical \_\_\_\_\_ Major/Degree  
Name of School City/State

## WORK EXPERIENCE

Please provide all employment information for your past two employers—starting with the most recent. You may attach a resume along with this application—but not in place of completing the application.

Employer \_\_\_\_\_ Position \_\_\_\_\_ May we contact? \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor Title \_\_\_\_\_

Salary (start \$) \_\_\_\_\_ (finish \$) \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
mm/yyyy mm/yyyy

Reason for Leaving \_\_\_\_\_

### Job Duties and Responsibilities

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Salary (start \$) \_\_\_\_\_ (finish \$) \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
mm/yyyy mm/yyyy

Reason for Leaving \_\_\_\_\_

Job Duties and Responsibilities

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**OTHER SKILLS AND QUALIFICATIONS**

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications.

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**REFERENCES**

Please provide 2 business or personal references—non relatives.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Telephone _____	Telephone _____

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to the School. I also authorize the School to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information. The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Business office use only:**

Start Date \_\_\_\_\_ Salary \$ \_\_\_\_\_ Date Benefit Package Provided \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy