



DIOCESE OF VICTORIA
ST. ROSE OF LIMA CATHOLIC SCHOOL
405 BLACK STREET ~ SCHULENBURG, TEXAS 78956

EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE (USE BLACK OR BLUE INK)

Name _____
Last First Middle

Address _____
Street City State Zip Code

Home Phone _____ Cell Phone _____ SS # ____ / ____ / ____

Email Address: _____

Position applying for: Principal Asst. Principal Teacher Other _____ (please specify)
 Elementary Secondary School, if applicable _____

Non-discrimination Policy: Applicants are considered for employment without regard to race, color, sex, national origin, age, or disabling condition.

If the position you are seeking requires membership in a Catholic parish or faith community (as indicated in the minimum requirements for the position), please identify your parish/community. _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of employment eligibility will be required upon employment.) Yes No

Have you ever been convicted of a felony or been released from incarceration for a felony? Yes No
If yes, please explain: *(Please note that an affirmative response to the above question will not necessarily bar you from employment.)*

NOTE: Applicants will be subject to a background check for criminal record and must be approved by the Diocese of Victoria before being employed in a Catholic school.

Are you at least 18 years old? Yes No ~ How did you hear of this opening? _____
(Please list specific newspaper, etc.)

EDUCATIONAL HISTORY

| | Name and Address of School | Major(s)/Minor(s) | Year of Graduation | Diploma/Degree |
|-------------|----------------------------|-------------------|--------------------|----------------|
| High School | | | | |
| College | | | | |
| College | | | | |
| College | | | | |

LIST ALL VALID TEACHING CERTIFICATES

| State | Type & Number | Areas of Certification | Expiration Date |
|-------|---------------|------------------------|-----------------|
| | | | |
| | | | |
| | | | |

OTHER TRAINING/EDUCATION/SKILLS

| |
|--|
| |
| |
| |
| |

PREVIOUS EXPERIENCE/EMPLOYMENT HISTORY

Please list name, address, and phone number of previous employment, military, or volunteer experience, with the most recent experience first. *(Attach additional sheets, if needed.)*

| | | |
|--|----------------------------|----------|
| Name of Organization _____ | From _____ | To _____ |
| Address _____ | | |
| Phone Number _____ | Principal/Supervisor _____ | |
| Job Title _____ | Reason for Leaving _____ | |
| Duties and responsibilities of position _____ | | |
| Name known by (if different than present name) _____ | | |

| | | |
|--|----------------------------|----------|
| Name of Organization _____ | From _____ | To _____ |
| Address _____ | | |
| Phone Number _____ | Principal/Supervisor _____ | |
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| | | |
|--|----------------------------|----------|
| Name of Organization _____ | From _____ | To _____ |
| Address _____ | | |
| Phone Number _____ | Principal/Supervisor _____ | |
| Job Title _____ | Reason for Leaving _____ | |
| Duties and responsibilities of position _____ | | |
| Name known by (if different than present name) _____ | | |

The employers listed above will be contacted unless you indicate otherwise, on the lines provided below:

Name of employer(s) _____

Reason: _____

REFERENCES

Give names, address, and telephone number of *three* professional references and *one* character reference (preferably your pastor) who are not related to you:

| Name | Street Address | City/State/Zip | Phone |
|----------------------|----------------|----------------|-------|
| | | | |
| | | | |
| | | | |
| Character Reference: | | | |

RESIDENTIAL HISTORY

Have you lived in your current residence for 5 or more years? Yes No If no, please complete the following:

| Dates (mm/yyyy) | Street Address | City/State/Zip | Country |
|-----------------------------------|----------------|----------------|---------|
| Beg. Date _____ End Date _____ | | | |
| Beg. Date _____ End Date _____ | | | |
| Beg. Date _____ End Date _____ | | | |

In your own handwriting, please answer the following two questions:

1. What are the strengths you bring to the position for which you are applying?

2. Why would you like to work in a Catholic school? Please be specific.

APPLICANT’S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that if I am employed, false or misleading statements, given on my application or during my interview(s), may result in my immediate discharge.

I authorize an investigation of statements contained in this application to allow the employer to make a hiring decision.

Date _____ Applicant’s Signature _____

Completed applications, letter of interest/resume, official transcripts, etc., should be sent to:

Rosanne Gallia, Principal
St. Rose of Lima Catholic School
405 Black Street
Schulenburg, Texas 78956

Applications are kept on file for one year.