



Notre Dame Preparatory School and Marist Academy Employment Application

Notre Dame Preparatory School and Marist Academy is a Catholic Educational Institution. All candidates for employment must be willing, if hired, to provide a Catholic role model for students, and agree not to engage in, nor endorse publicly, any actions or beliefs contrary to the teachings and standards of the Roman Catholic Church, its teachings and doctrines.

Personal Information

Name _____
Last
First
Middle Initial

Current Address _____
Street
City
State
Zip Code

Phone: (____) _____ H (____) _____ C Email: _____

Position Desired: _____
First Choice
Second Choice

Have you been convicted of a felony or a misdemeanor (other than minor traffic offenses)?

Yes No

If your answer is yes, please provide complete details on a separate sheet stating date, charge, place and action taken.

Can you with or without reasonable accommodation perform the essential functions of this job?

(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

Yes No

Are you legally eligible to work in the United States?

Yes No

References

Professional:

Name	Position/Occupation	Address	Phone Number

Personal:

Name	Relationship	Address	Phone Number

Do we have permission to contact these people at this time? Yes No

Education (College or University, High School) - Begin with most recent

Dates	Name of Institution	Major	Minor	Year of Graduation	Degree

Work Experience (Include practice teaching if less than 2 years of experience) - Begin with most recent

From	To	Company	Address	Supervisor & Phone

Add here any special honors, outstanding achievements, awards, etc., or individual strengths not identified earlier in this application, that you feel will assist in arriving at a true estimate of your qualifications.

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information on this application and any supplement is true and correct to the best of my knowledge. I understand that employment is contingent upon investigation of all statements contained in this application and any supplement. I also understand that an omission or falsification of information on this application or any supplement may result in refusal of or immediate discharge from employment.

I authorize Notre Dame Preparatory School and Marist Academy (NDPMA) to verify the information I have provided and to make any investigation of my background deemed necessary, both at the time of application and later during my employment, if I am hired. I understand that the types of investigations that NDPMA may perform include personal, employment and educational reference checks, and so forth. I understand that I may have to provide further information to assist in these investigations. I further understand that employment at NDPMA requires a criminal background check, fingerprinting, and attendance at a Protecting God's Children workshop within the first month of employment.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to NDPMA and/or any of its representatives, agents or vendors, and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by NDPMA that such employment with NDPMA is at will, for no specified duration and may be terminated either by either NDPMA or me at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of NDPMA or its representatives used during the employment process is deemed a contract of employment, real or implied. I understand that no representative of NDPMA except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of NDPMA.

In consideration for employment with NDPMA, if employed, I agree to conform to the rules, regulations, policies and procedures of NDPMA at all times. I also agree not to begin any action or lawsuit relating directly or indirectly to employment with NDPMA more than one hundred eighty (180) days after the earlier of (a) the incident or event giving rise to such action or lawsuit, or (b) the date of termination of such employment (unless there is a shorter applicable statute of limitations, in which case such statute shall apply). I waive any longer statute of limitations to the contrary.

I have no objection to signing an employee agreement on confidential information. Also, I agree that if hired, all communications and stored information on any computer, telephone or other electronic system supplied or paid for by NDPMA are the property of NDPMA. I understand that I will have no expectation of privacy in such communications and information, and I consent to NDPMA's retrieval and monitoring of all such communications and information.

I understand that due to the nature of NDPMA business, attendance and punctuality are considered essential requirements of every job at NDPMA and that poor attendance or tardiness will result in disciplinary action.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

My signature below indicates that I have read and understood the above paragraphs.

Date: _____ Signature: _____