



**SAINT PATRICK CATHOLIC SCHOOL  
DIOCESE OF NASHVILLE  
ADMINISTRATIVE ASSISTANT APPLICATION**



**SECTION 1 – PERSONAL DATA**

**DATE** \_\_\_\_\_

GENERAL INSTRUCTIONS

Please fill in all the blanks. If an item does not apply, use NA. If additional space is needed to complete questions, please attach additional pages.

\_\_\_\_\_

Last name	First name	Middle name
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\_\_\_\_\_

List other names used in work history

\_\_\_\_\_

Home address: no., street, city, state, ZIP

\_\_\_\_\_

Home phone	Cell phone	Email address
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\_\_\_\_\_

Religious Affiliation	Parish/Church/Congregation
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**SECTION 2 – EDUCATIONAL BACKGROUND**

**Please list the names of colleges/universities attended beginning with the most recent.**

<b><u>NAME OF SCHOOL, COLLEGE/UNIVERSITY</u></b>	<b><u>CITY &amp; STATE</u></b>	<b><u>DATES ATTENDED</u></b>	<b><u>DEGREE EARNED</u></b>
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION(S)**

**Please list teaching licenses and endorsements secured to date.**

1) \_\_\_\_\_

State/agency	Type	Area	Cert. no.
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\_\_\_\_\_

Date issued	Expiration
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2) \_\_\_\_\_

State/agency	Type	Area	Cert. no.
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\_\_\_\_\_

Date issued	Expiration
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**SECTION 4: NARRATIVE RESPONSES**

**Please respond to each of the following questions on a separate sheet of paper; please limit responses to five paragraphs or less.**

- 1) How do you identify with the mission of Saint Patrick School?
- 2) Explain your background in website and social media development as well as print communications.
- 3) What is one accomplishment that you have achieved that gives you an expertise to offer in this position?

**Please submit copies of any publications you have designed, either electronically or hard copy.**

**SECTION 5 – DISCLOSURES & AFFIRMATION**

**Have you ever been accused of child abuse/child sexual abuse? \_\_\_\_\_**

**If yes, please explain \_\_\_\_\_**

**Have you ever been convicted of child abuse/child sexual abuse? \_\_\_\_\_**

**Have you ever been dismissed or forced to resign?   Yes   No**

**If yes, please explain \_\_\_\_\_**

\_\_\_\_\_

PLEASE CONTINUE TO NEXT PAGE

**DIOCESE OF NASHVILLE  
AUTHORIZATION TO OBTAIN INFORMATION AND RELEASE**

I, \_\_\_\_\_ do hereby authorize representatives of  
(Print FULL name here)

St. Patrick's Church & School and the Diocese of Nashville to contact any previous employers and/or references, to conduct criminal history checks, social security verifications and driving history searches, and to release all investigative records for examination for the purpose of verifying the accuracy of information contained on an application to work for or volunteer on behalf of St. Patrick's Church and School.

I understand that I am entitled to a complete and accurate copy of any background report of which I am the subject upon my request to the Diocese.

I hereby authorize my former employers to release the requested information and to comment on my work record. I agree to hold my former employers and the Diocese of Nashville, its agents, subsidiaries, and representatives harmless concerning any liability with respect to any information that may be provided in response to these inquiries.

I hereby release St. Patrick's Church and School, the Diocese of Nashville, its agents, subsidiaries, representatives, and any and all persons and entities from any and all liability with respect to information provided or in response to these inquiries. I understand that this Authorization/Release form shall remain in effect for the duration of my affiliation with the Diocese of Nashville and may be updated.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Address

*Saint Patrick School is an Equal Opportunity Employer. All candidates will be evaluated on the basis of their qualifications for the job in question. Federal and/or State law prohibits discrimination on the basis of race, color, sex, national origin, age, disability or any other protected status. Please advise us if any accommodations are required to assist you in the application process.*

*Saint Patrick School does not offer Unemployment Insurance.*

*I affirm that the information provided on this application and accompanying resume, is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date