



SAINT PATRICK CATHOLIC SCHOOL
DIOCESE OF NASHVILLE
STAFF APPLICATION



POSITION CANDIDATE IS SEEKING: _____

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

List other names used in work history

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

Home phone Cell phone Email address

Religious Affiliation Parish/Church/Congregation

SECTION 2 – EDUCATIONAL BACKGROUND

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

NAME OF SCHOOL, HS/COLLEGE/UNIVERSITY CITY & STATE DATES ATTENDED DEGREE EARNED

Blank lines for educational background information.

CERTIFICATION(S)

Please list licenses, trainings, or certifications you have secured to date.

1) State/agency Type Area Cert. no.

Date issued Expiration

2) State/agency Type Area Cert. no.

Date issued Expiration

SECTION 3 – PRESENT EDUCATIONAL ASSIGNMENT & FUTURE INTENTIONS

Present Employer _____ Position _____

Street and no. _____ City, State, ZIP _____

Supervisor's Name _____ Phone Number _____

Reason for leaving your current employer: _____

May we contact your current employer/supervisor? _____

Current Salary: _____ **Desired Salary:** _____

Please provide three professional references (supervisors or coworkers) able to provide information regarding your qualifications for this position:

1) _____

Name	Employer	Position
Has this reference supervised you in the past? Y / N		Phone Number _____

2) _____

Name	Employer	Position
Has this reference supervised you in the past? Y / N		Phone Number _____

3) _____

Name	Employer	Position
Has this reference supervised you in the past? Y / N		Phone Number _____

SECTION 4: NARRATIVE RESPONSES
Please respond to each of the following questions on a separate sheet of paper; please limit responses to five sentences or less.

- 1) St. Patrick School's mission is to glorify God and educate the whole child in a Christ-centered community rooted in Gospel values. How will you support and further this mission in the position you are seeking?
- 2) What are qualifications, experience, or characteristics you possess that would make you a good fit for this position?

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 _____

**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