



Mount de Sales Academy
Application for Employment

I. Contact Information

Title (if applicable): Br. Deacon Dr. Mr. Ms. Rev. Sr.

Last Name First Name Middle Name Suffix

Present Street Address

City State Zip

E-mail Address Social Security Number

Phone number fields with checkboxes for Home, Work, Mobile, and Other.

II. Position Sought (Please list all that apply.)

Full Time Part Time

For what position(s) are you applying?

When are you available to begin employment?

Please indicate salary requirements:

As a condition of consideration for employment, a criminal background check is required.

III. Education

Table with 6 columns: SCHOOL ATTENDED, NAME OF SCHOOL, DID YOU GRADUATE?, CIRCLE LAST YEAR COMPLETED, CREDITS/DEGREE, MAJOR/MINOR. Includes rows for High School, Undergraduate School, and Graduate School.

Please complete all sides of this form.

**IV. Professional Experience** (Begin with most recent. Attach additional pages if necessary.)

Job Title	From: To: Dates of Employment	
Name of Employer	Address of Employer	
Name of Supervisor	Title of Supervisor	Phone Number of Supervisor
Reason for Leaving		
Description of Duties		
Beginning Salary	Ending Salary From:	To:
Job Title	Dates of Employment	
Name of Employer	Address of Employer	
Name of Supervisor	Title of Supervisor	Phone Number of Supervisor
Reason for Leaving		
Description of Duties		
Beginning Salary	Ending Salary From:	To:
Job Title	Dates of Employment	
Name of Employer	Address of Employer	
Name of Supervisor	Title of Supervisor	Phone Number of Supervisor
Reason for Leaving		
Description of Duties		
Beginning Salary	Ending Salary	To:

**May we contact your current employer at this time?**  Yes  No  
 Are you able to perform the specific job related functions in the job for which you are applying?  Yes  No  
 Are you legally eligible to work in the U.S.?  Yes  No

**V. Additional Information**

Have you ever had your volunteer services or employment terminated by any parish, school, or institution?  
 Yes  No If yes, please explain: \_\_\_\_\_

Have you ever been a Priest, Deacon or member of Religious Institute?  Yes  No  
 If yes, name of Diocese or Religious Order: \_\_\_\_\_

Have you ever been employed by the Archdiocese of Baltimore or another Catholic School?  Yes  No  
 Position: \_\_\_\_\_ Location: \_\_\_\_\_

Have you ever served as a volunteer in the Archdiocese of Baltimore?  Yes  No  
 Position: \_\_\_\_\_ Location: \_\_\_\_\_

How were you referred to Mount de Sales Academy? (i.e. Newspaper name, website, person, etc.)  
 \_\_\_\_\_

Are you a Roman Catholic fully able to participate in the sacramental life of the church?  Yes  No

If you are a practicing Catholic, please list your Parish: \_\_\_\_\_

Why did you choose teaching as a profession? \_\_\_\_\_

\_\_\_\_\_

Why do you want to teach in a Catholic school? \_\_\_\_\_

\_\_\_\_\_

As a faculty member, how would you contribute to developing a community of faith in the school? \_\_\_\_\_

\_\_\_\_\_

## ***VI. Professional Affiliation / Recognition***

Professional certificates held, (catechist certification, CPA, etc.) Include level of certificate and period of validity:

### ***PRINCIPAL/TEACHER CERTIFICATION:***

Are you certified?  Yes  No STATE: \_\_\_\_\_

Certification Type: \_\_\_\_\_

Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Student Teaching Experience: (if applicable)				
School Supervising Teacher(s)	Address City, State, Zip Code	Grade(s) Subject(s):	From: Mo/Yr	To: Mo/Yr

If applicable, please list other name(s) under which your credits/credentials/experience may be filed:

**VII. Affidavits and Releases** (Please read and sign the following:)

- I.** Have you ever been charged with, accused of, or convicted of child abuse?  Yes  No  
If yes, please explain on a separate paper.

*I understand that Mount de Sales Academy takes all allegations of abuse seriously. I further understand that Mount de Sales Academy cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.*

- II.** Have you ever been convicted of a crime?  Yes  No  
If yes, please explain on a separate paper.

*A conviction record is not necessarily a bar to employment. Each application will be considered individually, taking into account the nature and seriousness of the offense, how long it occurred, and rehabilitation. Do not answer yes if the conviction has been expunged or pardoned.*

- III.** I certify that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for termination if discovered at a later date.

I hereby grant permission to Mount de Sales Academy and related entities to investigate my background, qualifications and references and to release this application and related information to the appropriate search committees and prospective employers within Mount de Sales Academy. I hereby release from liability the School, related entities, and their agents from liability in connection with investigating and evaluating my application and sharing the information as described above.

I also hereby give permission for Mount de Sales Academy to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment. I hereby waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understood the above stated information within this release and am signing below of my own free will.

I authorize persons, schools, current employer and previous employers, and organizations named in this application to provide Mount de Sales Academy with any relevant information that may be required. I further release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

*Under Maryland Law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and is subject to a fine not exceeding \$100.*

My signature indicates that I have read and understand the above.

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Applicant Signature

Date

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Application Reviewed by

Date

It is our policy to provide equal opportunities to all qualified persons without regard to race, age, color, sex, national origin or disability.

## ***VIII. Additional Information***

Please request that OFFICIAL TRANSCRIPTS be sent to the address below.

- 1) If you are registered with the Archdiocese of Baltimore, please request that your PLACEMENT FILE be sent to:

Sister Mary Raymond,  
O. P. Principal  
Mount de Sales Academy  
700 Academy Road  
Catonsville, MD 21228