

ST. AGNES ACADEMY

1851



ST. DOMINIC SCHOOL

1956

4830 WALNUT GROVE ROAD • MEMPHIS, TENNESSEE 38117

SAA: 901.767.1377 • FAX: 901.435.5866 • SDS: 901.682.3011

APPLICATION FOR EMPLOYMENT

MISSION STATEMENT

St. Agnes Academy-St. Dominic School is a Catholic independent school, ecumenical by charter. The school was founded to educate young people in a principle-based program designed to prepare them for advanced formal and personal studies while deepening their faith and relationship with God.

In the Dominican tradition, the school actively encourages academic excellence and promotes spiritual and moral growth, social and ecological responsibility, leadership skills, multicultural awareness, emotional maturity, artistic expression, and physical fitness.

Date of Application: _____

Position(s) for which you are applying: Clerical ☐ Administration ☐ Teacher ☐ Other ☐

If you are interested in substitute teaching, you will need to contact the Cordova branch of Kelly Educational Staffing. You may reach them at 901.864.1754.

Subject(s), grade level(s), or non-teaching position(s) (according to preference):

First _____ Second _____ Third _____

Other subjects you are qualified to teach, activities to direct, or positions to fill: _____

GENERAL INSTRUCTIONS: You are requested to complete all of the blanks. If an item does not apply, use N/A. For all sections, if additional space is needed, please attach additional sheets. Return application, copies of college transcripts and a copy of your teaching certificate to the school.

PERSONAL DATA

Last Name First Middle Social Security No.

Full name of religious community and initials City or state or province

Home address: number, street, city, state, zip Home phone Cell phone

Business address firm/school, number, street, city, state, zip Business phone

Religion* (Religion is a bona fide requirement, and any information solicited meets requirements of federal law.)

Are you eligible to work in the United States? ☐ Yes ☐ No

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which would reveal gender, race, religion, national origin, age, ancestry, disability or any other protected status.

Current or most recent employer:

Employer	Dates Employed		Duties / Responsibilities
	From	To	
Address			
Telephone Numbers			
Teaching Assignment/Job Title	Wage / Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

Previous employer:

Employer	Dates Employed		Duties / Responsibilities
	From	To	
Address			
Telephone Numbers			
Teaching Assignment/Job Title	Wage / Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

Previous employer:

Employer	Dates Employed		Duties / Responsibilities
	From	To	
Address			
Telephone Numbers			
Teaching Assignment/Job Title	Wage / Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

	Name & Address of School	Course of Study	Year Completed	Type of Degree Earned
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Student Teaching:

School	Address	Dates	Grade(s) / Subject(s)
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Teaching License:

State and Number: _____

Type: _____ Expiration: _____
(Professional, Permanent, Temporary)

Certification for grades: _____

In what subjects if for grades 7-12: _____

In what subjects do you have 12 or more semester hours? _____

Please describe any qualifications you have for extra-curricular activities or coaching:

Why do you wish to be employed at SAA-SDS?

(Applicant should include copies of college transcripts with completed application.)

Please list five persons other than relatives who are able to give information about your qualifications for the position for which you are applying.

1.		
	Name	Address: number, street, city, state, zip
	Phone	Position
	Email	
2.		
	Name	Address: number, street, city, state, zip
	Phone	Position
	Email	
3.		
	Name	Address: number, street, city, state, zip
	Phone	Position
	Email	
4.		
	Name	Address: number, street, city, state, zip
	Phone	Position
	Email	
5.		
	Name	Address: number, street, city, state, zip
	Phone	Position
	Email	

How soon will you be available? _____

For how long would you be available? _____



Thank you for your interest in St. Agnes Academy - St. Dominic School.

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OTHER

Have you ever been convicted of a felony or misdemeanor? ☐ Yes ☐ No

(if yes, explain)

Have you ever been charged with or convicted of child abuse or neglect? ☐ Yes ☐ No

(if yes, explain)

Have you ever been charged with physical or sexual abuse, or drug or alcohol-related offenses?

☐ Yes ☐ No

(if yes, explain)

Has your employment ever been terminated for any reason? ☐ Yes ☐ No

(if yes, explain)

Driver's License Number: _____ State: _____ Expiration Date: _____

Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No

(if yes, explain)

BACKGROUND CHECK AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application may result in immediate termination.

I understand that a criminal background check will be conducted and my driving record will be requested and examined. I also understand that I will not be considered for employment if I have been charged with any of the following: drug offenses including possession, distribution, or use of controlled substance or drug paraphernalia, sexual offenses, larceny, violent acts, sexual assault, contributing to the delinquency of a minor, and driving under the influence of alcohol or drugs (DUI) within the last 5 years. I authorize St. Agnes Academy - St. Dominic School to conduct the aforementioned checks of my background and driving record. I also authorize the school to conduct random drug testing and understand that failure to pass such tests is grounds for immediate dismissal.

Signature _____ Date _____

Name (printed) _____