



**CATHOLIC HIGH SCHOOL**

Catholic High School  
855 Hearthstone Drive  
Baton Rouge, LA 70806  
(225) 383-0397 FAX (225) 383-0381  
www.catholichigh.org

**Application for Non-Teaching Staff Position**

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Street address: \_\_\_\_\_ Drivers License: State: \_\_\_\_\_ No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Educational History**

College/University (begin with most recent)	City and State	Dates attended	Course of Study	Degree earned (B.A., M.S.,etc)

Total semester hours: education courses: \_\_\_\_\_ earned at \_\_\_\_\_ University in \_\_\_\_\_(year)  
graduate courses: \_\_\_\_\_ earned at \_\_\_\_\_ University in \_\_\_\_\_ (year)

**Employment History**

Dates of employment (Begin with most recent)	Name and address of school (city, state)	Immediate supervisor's name and phone number	Subjects taught/ Extracurricular involvement	Reason for leaving position

## Volunteer Activities

Organization	Duties	Dates	Contact	Phone number

## References

Name	City, State, Zip	Daytime phone Cell phone	How long have you known this person?
Professional/Civic  Title/Relationship			
Professional/Civic  Title/Relationship			
Personal  Relationship			
Family member  Relationship			

## Personal Information

Are you related directly or by marriage to any current employee(s) of our organization? Yes \_\_\_ No \_\_\_  
If yes, who and what relation? \_\_\_\_\_

Have you ever engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please attach a written explanation.

Were you abused as a child? Yes \_\_\_\_\_ No \_\_\_\_\_ (You may discuss your answer in confidence with your interviewer rather than answering on this form. Answering yes or failing to answer will not automatically disqualify an applicant from working at Catholic High School).

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, or care of students? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

## Legal History

Yes \_\_\_ No \_\_\_ Have you ever been convicted of a criminal offense (felony or misdemeanor?)  
Answer "yes" if you have entered a plea agreement including a deferred sentence or deferred judgment arrangement in connection with a criminal case.

Yes \_\_\_ No \_\_\_ Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?

Yes \_\_\_ No \_\_\_ Have you ever been the subject of a civil lawsuit involving sexual misconduct, violence, or injury, involving adults or children?

Yes \_\_\_ No \_\_\_ Have you ever been reported to any organization or registry for abuse or misconduct involving children or adults?

Yes \_\_\_ No \_\_\_ Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body for violence, sexual misconduct, or misconduct involving children?

Yes \_\_\_ No \_\_\_ Have you ever been disciplined or dismissed from any volunteer position or employment following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?

Yes \_\_\_ No \_\_\_ Have you ever been reprimanded, or asked to leave or end your membership in a volunteer civic or non-profit organization?

Yes \_\_\_ No \_\_\_ Have you ever been the subject of a complaint or disciplinary proceeding against any professional license or professional affiliation held by you?

For any "yes" answers, please attach a detailed explanation in writing.

Catholic High School appreciates your willingness to share your skills and expertise. Providing safety and security for our students is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality service to our students.

Please initial each of the statements below:

\_\_\_\_\_ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my ministry involvement.

\_\_\_\_\_ I understand that my references will be contacted and that a criminal background check will be conducted. I authorize investigations of all statements contained in this application.

\_\_\_\_\_ I agree to observe all of your organization's guidelines and policies for the position in which I am applying.

\_\_\_\_\_ I understand that I can withdraw from the application process at any time.

\_\_\_\_\_ I understand that Catholic High School has a zero tolerance for abuse and takes all allegations of abuse seriously. I further understand that Catholic High School cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of students and/or colleagues is grounds for immediate dismissal and possible criminal charges.

\_\_\_\_\_ I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a child or an adult and that I have never been accused of these acts.

\_\_\_\_\_ I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial of the application to provide employment and that refusal to inform Catholic High School of the contents of a sealed criminal record will result in the automatic denial of the application. My signature indicates that I have read and understand the above.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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(For Office Use Only)

I have reviewed this application and have noted any missing information.

Screening Committee member signature \_\_\_\_\_ Date: \_\_\_\_\_