

**SAINT JOSEPH HIGH SCHOOL**  
**Faculty Employment Application**

Date of Application: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
Last First Middle

Driver's License #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ First Name of Spouse: \_\_\_\_\_

Other Names by which you have been known: \_\_\_\_\_

List the present address where you can be contacted:

\_\_\_\_\_  
Street City State Zip Code

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

Email: \_\_\_\_\_ Best time to be contacted: \_\_\_\_\_

When are you available for an interview? \_\_\_\_\_

**Personal Information**

Status (Circle One): Single Married Separated Annulment Divorced Single

Divorced Remarried Religious Brother Religious Sister

Number and Ages of Children: \_\_\_\_\_

Religion: \_\_\_\_\_ Do you actively practice your faith? \_\_\_\_\_

What is the name of your Parish or place of worship? \_\_\_\_\_

Are you a U.S. citizen? \_\_\_\_\_

Applying for (circle one): Full-time Part-Time Temporary Substitute

Applying for: Teacher Counselor Campus Ministry Administration

Other: \_\_\_\_\_

Subject Area Preferences: \_\_\_\_\_  
First Choice Second Choice

What extracurricular responsibilities do you have experience directing? \_\_\_\_\_

\_\_\_\_\_

What extracurricular responsibilities would you be willing to accept? \_\_\_\_\_

\_\_\_\_\_

### Educational History

College/ University (begin w/ 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

### Professional Information

Number of years of teaching experience: \_\_\_\_\_  
Elementary 1-8 High School 9-12

NJ Teaching Certificate:

Type: \_\_\_\_\_ Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Areas of Certification: \_\_\_\_\_

Subject areas in which you are not certified but have earned 12 or more semester hours:

\_\_\_\_\_

### Employment History

**Must include last 20 years that were schools and/or positions that involved direct contact with children (use reverse side of page if necessary)**

Dates of employment (begin w/ most recent)	Name and address of school (city,state)	Base rate of pay at end of employment	Immediate supervisor's name and phone #	Subjects taught/ extracurricular activities	Reason for leaving position

### Volunteer Activities

Organizations	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			
Personal  Relationship			

**Note: An official transcript of record from each institution of higher education attended must be sent to Saint Joseph High School when contacted for an interview.**

When are you available for employment? \_\_\_\_\_

What is your anticipated salary for this position? \_\_\_\_\_

Briefly state your philosophy of education. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What strengths could you contribute to fulfill the mission of a Catholic school? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What three things are most important to you in the educational process? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any aspect of your training or experience which would be an asset in the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Legal History**

**Indicate YES or NO for the following questions.**

\_\_\_\_\_ Have you ever been convicted or pled nolo contendere to a criminal offense or had a criminal offense expunged (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.

\_\_\_\_\_ Have you ever been found guilty of immoral conduct or dismissed from any teaching position for immoral or unprofessional conduct or for unfitness for service, or ever been the subject of a civil lawsuit involving sexual misconduct, violence, or injury involving adults or children?

\_\_\_\_\_ Do you have any disciplinary action or investigation pending by an employer, or other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?

\_\_\_\_\_ Have you ever been disciplined, dismissed, asked to leave or end your membership in any volunteer position or employment following allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?

\_\_\_\_\_ Have you ever engaged in or been accused or convicted of child abuse, indecency with a child, violence involving a child, or injury to a child?

\_\_\_\_\_ Have you ever been the subject of a complaint or disciplinary proceeding against any professional license or professional affiliation held by you or been charged with a sexual offense relating to children or a crime of violence?

\_\_\_\_\_ Have you ever been discharged other than honorably from military service or been reported to any organization or registry for abuse, violence, or misconduct involving children or adults?

\_\_\_\_\_ Have you ever been suspended from, dismissed from, or asked to resign a teaching position?

\_\_\_\_\_ **(1)\*** Have you ever been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Division of Child Protection and Permanency in the Department of Children and Families? Put no if the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated.

\_\_\_\_\_ **(2)\*** Have you ever been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct?

\_\_\_\_\_ **(3)\*** Have you ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct?

\*An applicant who willfully provides false information or willfully fails to disclose information requested above:

- (1) shall be subject to discipline up to, and including, termination or denial of employment;
- (2) may be deemed in violation of subsection a. of N.J.S.2C:28-3; and
- (3) may be subject to a civil penalty of not more than \$500 which shall be collected in proceedings in accordance with the "Penalty Enforcement Law of 1999," P.L.1999, c.274 (C.2A:58-10 et seq.).

**For any “yes” answers, please attach a detailed explanation in writing.**

Saint Joseph High School appreciates your willingness to share your skills and expertise. Providing safe and secure formation for all of the students entrusted to our care is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality programming. **Initial all statements below, and sign and date the application form.**

\_\_\_\_\_ 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 various types of background checks including a criminal background check will be conducted. I authorize investigations of all statements contained in this application, and I further authorize Saint Joseph High School to share all information contained herein with any administrator of the Diocese of Metuchen or Brothers of the Sacred Heart Catholic school who might be interested in considering me for employment.

\_\_\_\_\_ I agree to observe all of your organizations guidelines and policies.

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

\_\_\_\_\_ I understand that Saint Joseph High School has a **ZERO TOLERANCE FOR ABUSE** and takes all allegations of abuse seriously. I further understand that Saint Joseph High School cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of students is grounds for immediate dismissal and possible criminal charges.

\_\_\_\_\_ I declare that I am not a pedophile or child molester and 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 or omissions or misrepresentations of material fact regarding past conduct or my present situation may be grounds for denial of the application to provide employment or volunteer services and that refusal to inform Saint Joseph High School of the contents of a sealed criminal record will result in automatic denial of this application.

\_\_\_\_\_ Saint Joseph High School does not discriminate against applicants or employees by reason of race, age, sex, handicap, or national origin. This non-discriminating policy applies to hiring, training, salaries, promotions, and working conditions.

\_\_\_\_\_ I have read and understand all of the above statements.

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Signature of Applicant

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Date

**Return this application, photocopies of teaching or supervisory certificates, and official copies of college transcripts to:**

**Employment Opportunities  
Saint Joseph High School  
145 Plainfield Avenue  
Metuchen, NJ 08840**

**Note: Applications are maintained on file for one year.**

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*For Saint Joseph High School Use:*

**I have reviewed this signed application and have noted missing information.**

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Administrator's Signature

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Date

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Administrator's Name

**AUTHORIZATION FOR  
RELEASE OF EMPLOYEE RECORDS**

This Authorization for Release of Employee Records (herein referred to as "Authorization") is given by \_\_\_\_\_, (herein referred to as "I"), to the \_\_\_\_\_ (herein referred to as "Previous Employer").

I hereby authorize the Previous Employer to release true and accurate copies to **Saint Joseph High School, Metuchen, NJ** (Herein referred to as "Prospective Employer") of the following records concerning my previous employment:

1. The dates of employment of the applicant; and
2. A statement as to whether the applicant:
  - (a) was the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Division of Child Protection and Permanency in the Department of Children and Families, unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;
  - (b) was disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct; or
  - (c) has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.

I expressly authorize my Previous Employer to release the employment records and/or information as set forth above to my Prospective Employer.

I further understand that the Previous Employer, upon release of the records, will be released from any liability that may arise from the disclosure or release of those records.

I understand that the information received by an employer under this act shall be kept confidential and shall not be deemed a public record under P.L.1963, c.73 (C.47:1A-1 et seq.) or the common law concerning access to public records.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name