

APPLICATION FOR FACULTY EMPLOYMENT

Lansing Catholic High School
501 Marshall Street
Lansing, MI 48912
FAX 517 267 2135

Type or Print in Black Ink

Name _____ Bus. Phone _____
Last First Mid. Initial

Address _____ Home Phone _____
Number & street city/state/zip

If vowed, community and date of profession If ordained, diocese and date of ordination _____
If a former religious, date of final dispensation If a former deacon/priest, date of laicization _____

Education

(please have college transcripts sent for all credits received)

Name of Institution	Dates Attended	Number of Credits Taken	Degree Received	G.P.A.

Publications and Educational Contributions

(list any articles or books published or significant workshops, seminars or classes you facilitated)

Work Experience

(please begin with your most recent employment)

Dates of Employment	Position Held	Location (i.e. school, city & state)
1). _____	_____	_____
Main Responsibilities	_____ _____ _____	
Reason for Leaving	_____	
2). _____	_____	_____
Main Responsibilities	_____ _____ _____	
Reason for Leaving	_____	
3). _____	_____	_____
Main Responsibilities	_____ _____ _____	
Reason for Leaving	_____	

References

Name	Occupation	Capacity in which they know you	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9). When will you be able to begin employment?

To the best of my knowledge the information I have provided on this form is complete and accurate. I understand that any misrepresentation of facts in this application will be considered just cause for dismissal at the discretion of the employer.

Further, I hereby grant the Diocese of Lansing permission to investigate any of the facts or statements submitted regarding me, except where my written statement on the form specifically requests that no investigation be made.

I () do () do not waive my right to inspect the reference information received in conjunction with this application as stated in the Family Educational Rights and Privacy Act of 1974, Public Law 93-380.

Applicant's Signature _____

Date _____

Return the completed application to:

Cecilia Draminski
Administrative Assistant
Lansing Catholic High School
501 Marshall St
Lansing, MI 48912

Your answers to questions on this form are regarded as confidential, to be used only in the employment process. Your application will be acted upon as soon as it is received. Application materials will be held until the position is filled. After that time, your file will be destroyed.

The Diocese of Lansing does not discriminate on the basis of sex, race, national origin, age or handicap in its employment policies.