



Date _____

Name _____ Phone Number _____
Last First MI Area Code

Address _____
Street and Number City State Zip

List any other names under which references may be received: _____

Alternate phone number where messages can be left during the day: _____

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes ___ No ___

If yes, please explain: _____

Are there any felony charges pending against you? Yes ___ No ___

Have you ever been convicted of, pled guilty to, or no contest to a crime? Yes ___ No ___

List your driver's license number or your State of Michigan personal ID number _____

Who referred you to our office? _____

Have you ever been employed by the Diocese of Lansing? Yes ___ No ___

If yes, when? _____ Former position _____

Indicate any relatives employed by the Diocese of Lansing.

Name	Relationship	Bldg/Office

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TEACHING CERTIFICATION

List the type of teacher's certificate you hold or for which you qualify.

State in which certificate was issued _____ Date issued _____ Expiration _____

Name under which credentials are filed _____

Major _____ Minor _____

EDUCATIONAL EXPERIENCE

Describe your educational background, including high school, college, or other training programs

Name & Location of School	Number of years	Years Attended	Did you graduate?	Date of graduation	Degree(s) earned & dates granted

Name of college or university placement agency that has your most complete record on file.

PROFESSIONAL EXPERIENCE

Indicate below your professional experience, other than student teaching, listing your present or most recent experience first.

School District	Address	Supervisor	Dates of employment	Nature of work. Specify grade(s) , subject(s) & extracurricular work.

Total years of experience _____ Are you teaching at present? _____

Present occupation if not teaching _____

Have you ever been dismissed from or refused re-employment in a teaching position? _____

If yes, please explain _____

May we contact your present employer? _____ Salary in current (or last) position _____

OTHER EXPERIENCES

Have you had experience, other than regular teaching, working with any of the following age groups?

Please check: _____ Pre-school _____ Children _____ Teenagers _____ Adults _____ Senior Citizens

Please indicate below any volunteer or paid experiences working with groups (other than student or regular teaching).

Agency	Type of Work	General age level of group	Length of Service

EXTRACURRICULAR ACTIVITIES

List any extracurricular activities in which you participated while in college such as student government, forensics, publications, dramatics, honorary, athletic, coaching or fraternal. Circle any that you are willing to direct.

OTHER INTERESTS

Please list in the space below any hobbies or special recreational interests you may have such as collecting, sports, concerts, etc.

REFERENCES

Name	Position	Contact Information (daytime phone number)

PROFESSIONAL AFFILIATIONS

List the professional organizations to which you belong.

U.S. ACTIVE/RESERVE MILITARY SERVICE

_____ Entered _____ Discharged _____ Rank _____

Type of discharge _____ Type of work performed in service _____

Please state briefly your educational philosophy and make a few comments on methods used in implementing this philosophy.

Why would you like to teach at Lansing Catholic High School?

Space is provided below for the applicant to list any special training or experience, professional activities, and participation in community life, or to express views on education and other issues the applicant would like to see accomplished through private, Catholic school education.

**NOTICE OF NONDISCRIMINATION, CERTIFICATION OF TRUTHFULNESS, AND
AUTHORIZATION TO CHECK REFERENCES**

Lansing Catholic High School is an equal opportunity employer and does not discriminate in its employment, education policies, or practices on the basis of religion, race, color, national origin, sex or handicap of any individual.

I certify that to the best of my knowledge, the information provided in this application is true. I understand that misrepresentation of the information on this application is sufficient reason for Lansing Catholic High School to disregard this application and/or discharge me if I am hired. I also understand that this application will become a permanent part of my employment record if I am hired.

I hereby give permission to Lansing Catholic High School to contact any current or previous employer (whether named in this application or not) and/or any references listed by me to obtain any information for employment. A copy of this page may serve as my authorization to release information in connection with my application for employment. The background investigation conducted by the Diocese of Lansing may include such information as criminal or civil convictions, driving records, previous employers and education institutions, personal references, professional references, and other appropriate sources. Without limitation I hereby release the Diocese of Lansing, its employees, Board members and agents and the reference sources from any liability in connection with the release of use of such information. This release includes, but is not limited to, the sources cited above and such specific sources as follows:

The local police/sheriff's departments; information from the central criminal records exchange, data of all criminal convictions, or certification that no data of criminal convictions are maintained, information from the Department of Social Services in Michigan or any other state, Child Protective Services Unit, or any other agency which may release information pertaining to any findings of child abuse from investigations involving the candidate.

I authorize my former employers and references to give information regarding me. I further consent to allow any former or current employer of mine to release employment records to the Diocese of Lansing. I hereby release them and their company from all liability for any damage whatsoever for providing such information.

Date signed: _____

Signature of Applicant

Please forward completed Application and supporting information to:

Cecilia Draminski
Human Resources
Lansing Catholic High School
501 Marshall Street
Lansing, MI 48912