

Catholic Education of North Georgia, Inc.
Office of Catholic Schools
2401 Lake Park Drive, S.E.
Smyrna, GA 30080

NON-TEACHING POSITIONS APPLICATION

Preferred school _____

Date _____

Catholic Education of North Georgia, Inc. believes that you are entitled to equal employment opportunities based on your qualifications and without regard to race, color, sex, age, national origin or disability. It is also the policy of the Catholic Education of North Georgia, Inc. that every employee has the right to work in an environment that is free from illegal harassment.

PERSONAL INFORMATION

Name _____

LAST FIRST MIDDLE SOCIAL SECURITY NO.

Address _____

STREET CITY STATE ZIP PHONE HOME

Last previous address (if at present address less than two years)

STREET CITY STATE ZIP

Are you over 17 years of age?
 Yes No

Have you ever applied to the Archdiocese of Atlanta for a job?
 Yes No If yes, when? _____

If under 18, do you have working papers?
 Yes No

Do you have the legal right to work and remain in the U.S.?
 Yes No

Were you ever employed by the Archdiocese of Atlanta?
 Yes No If yes, when? & where? _____

* Have you every been convicted of a crime?
 Yes No

* Have you ever been the subject of an investigation _____
Position desired _____

Involving sexual abuse?
 Yes No

Salary desired _____

* Have you ever been terminated from employment?
 Yes No

Are you applying for a full-time or part-time position?
 Full time Part time

* Have you ever been asked to resign employment?
 Yes No

Will you accept either full-time or part-time?
 Yes No

* Have you ever had an employment contract *not* renewed by your employer?
 Yes No

Desired starting date _____

* If you answered yes to any of these questions, provide details on a separate sheet of paper and attach to this form.

EDUCATION

Circle highest grade completed in each of the following categories.

High School College Graduate School Business or Vocational School
9 10 11 12 1 2 3 4 1 2 3 4 1 2 3 4

NAME LOCATION COURSE/MAJOR YEAR GRADUATED DIPLOMA/DEGREE/CERTIFICATION

High School _____

College _____

Grad School _____

Other SPECIFY _____

Certifications held _____

DATE STATE TYPE

Are you currently in school Yes No If yes, where? _____

EMPLOYMENT HISTORY

Account for all employment in the last ten years, with most recent experience listed first.

Dates _____ **Salary** _____
FROM TO START END

Employer _____
NAME ADDRESS CITY STATE/ZIP PHONE

Job _____
TITLE DEPARTMENT SUPERVISOR

Major duties _____

Salary _____
START END

Reason for leaving _____

Dates _____ **Salary** _____
FROM TO START END

Employer _____
NAME ADDRESS CITY STATE/ZIP PHONE

Job _____
TITLE DEPARTMENT SUPERVISOR

Major duties _____

Salary _____
START END

Reason for leaving _____

Dates _____ **Salary** _____
FROM TO START END

Employer _____
NAME ADDRESS CITY STATE/ZIP PHONE

Job _____
TITLE DEPARTMENT SUPERVISOR

Major duties _____

Salary _____
START END

Reason for leaving _____

May we contact these employers?

Yes No

If no, indicate which employer(s) you do not wish us to contact _____

SPECIAL SKILLS

Do you speak any foreign languages? O Yes O No If yes, are you fluent in speech and writing?

List computer skills including software expertise

List relevant qualifications and accomplishments

Why are you interested in working for Catholic Education of North Georgia, Inc.?

PROFESSIONAL REFERENCES

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION *please read carefully before signing*

I hereby certify that all answers are true to the best of my knowledge and I agree to have any of the statements checked by Archdiocese of Atlanta, unless I have indicated to the contrary. Should a job offer be made, I understand my continuing employment, if hired, is contingent upon my being physically, mentally, and medically able, with or without reasonable accommodations, to successfully perform the essential functions of my job.

I understand that this employment application contains nothing intended to lead or create any employment contract with Archdiocese of Atlanta, and may be terminated by either party at any time.

I further understand and agree that the employment relationship that may result from my application will be employment-at-will, and either Archdiocese of Atlanta or I may terminate the

relationship at any time, with or without cause and/or with our without notice. The only exceptions to this employment-at-will arrangement are those limited situations in which professional educators have written annual contracts signed by Archdiocese of Atlanta.

I understand that any misrepresentation or falsification can be grounds for refusal of employment. I further understand that, if employed, any false statements or misrepresentations contained herein or in conjunction with the application process may be cause for dismissal.

I further understand and agree that if I am employed by Catholic Education of North Georgia ad the Archdiocese of Atlanta, pursuant to a contract, then my employment may be terminated as set forth in the contract provisions.

Signature _____ Date _____