

## DIOCESE OF FRESNO EDUCATION CORPORATION

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# CLASSIFIED EMPLOYMENT APPLICATION for a Teacher Aide

The Diocese of Fresno Education Corporation considers applicants for all positions without regard to race, color, gender, national origin, age, disability, or veteran status.

### INSTRUCTIONS:

- Please complete this application form and return it to the school. Keep a copy for your files.
- You must fully and accurately complete this form. Incomplete applications will not be considered. Resumes do not substitute for any part of the application. Add additional pages as needed.
- All applications are considered inactive after one year.
- If you are hired, the following must be submitted before starting to work:
  - A clear criminal record from the DOJ and FBI
  - Proof of citizenship or immigration status to verify your right to work in the U.S. (I-9 form)
  - A signed copy of your Job Offer document
  - A signed copy of the Safe Environment *Code of Conduct*
  - A signed *Diocese of Fresno Receipt of Classified Personnel Manual Acknowledgement* form
  - A signed *Faculty/Staff Acknowledgement* form
  - A signed *Annual Employee Responsibility* Form

### A. GENERAL APPLICANT INFORMATION

Full Name			
Home Address			
City, State, Zip			
Home Phone	( )	Cell Phone	( )
Email Address		Religion	
Date Available to Start			

POSITION DESIRED	
School Name	
Job Title	
Employment Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp <input type="checkbox"/> Casual
Date Available to Start	

COMPLETE THE FOLLOWING	YES	NO
After employment, can you submit verification of your legal right to work in the United States?		
Are you a practicing Roman Catholic or, if not, an active member of the religion indicated above?		
Have you previously been employed by the Diocese of Fresno?		
If YES, when From: / / To: / / Location		
Have you previously been employed by another Catholic Diocese or private/religious school?		
Have you ever left a school position at any time other than the end of the school year, excluding any legally protected leaves? <i>Legally protected leaves include but are not limited to FMLA, Workers Comp., ADA accommodation leave, Pregnancy Disability leave, etc. If YES, describe on a separate sheet of paper.</i>		
Can you perform the essential functions of this position with or without reasonable accommodation? <i>(Job description available upon request)</i>		
Have you ever been convicted of any crime other than a minor traffic violation? <i>If YES, describe</i>		

on a separate sheet of paper. A conviction may be relevant if it is job related, but will not necessarily disqualify an applicant from employment.

At your sole discretion, you may attach additional information to explain the circumstances of your above answers.

**B. WORK HISTORY: List Most Recent Employers First**

Employer/Company			
Type of Business			
Address			
City, State, Zip			
Immediate Supervisor			
Company Phone	( )	Dates of Employment	From: / / To: / /
Position Title			
Duties & Responsibilities			
Salary Per Hour	Starting: \$	Ending: \$	
Position Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp <input type="checkbox"/> Casual		
Reason for Leaving			
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
If NO, why not?			

Employer/Company			
Type of Business			
Address			
City, State, Zip			
Immediate Supervisor			
Company Phone	( )	Dates of Employment	From: / / To: / /
Position Title			
Duties & Responsibilities			
Salary Per Hour	Starting: \$	Ending: \$	
Position Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp <input type="checkbox"/> Casual		
Reason for Leaving			
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
If NO, why not?			

Employer/Company			
Type of Business			
Address			
City, State, Zip			
Immediate Supervisor			
Company Phone	( )	Dates of Employment	From: / / To: / /
Position Title			
Duties & Responsibilities			
Salary Per Hour	Starting: \$	Ending: \$	
Position Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp <input type="checkbox"/> Casual		
Reason for Leaving			

May We Contact This Employer For a Reference?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If NO, why not?		

Attach any other employment information that is relevant to your application for employment as a teacher.

### C. HIGH SCHOOL EDUCATION

High School	
Address	
Graduation Date	
GED Date	

### D. COLLEGE/TRADE SCHOOL EDUCATION

College/Trade School	
Address	
Field of Study/Degree	
Attendance Dates	From: _____ To: _____
Graduation Date	

College/Trade School	
Address	
Field of Study/Degree	
Attendance Dates	From: _____ To: _____
Graduation Date	

### E. PROFESSIONAL BUSINESS REFERENCES

Name & Title	
Address	
Daytime Phone	

Name & Title	
Address	
Daytime Phone	

Name & Title	
Address	
Daytime Phone	

**F. LETTERS OF RECOMMENDATION:** In addition to the three references given above, please submit three letters of recommendation.

**PLEASE READ CAREFULLY AND SIGN**

I authorize the Bishop of the Roman Catholic Diocese of Fresno, the Diocese of Fresno Education Corporation, or their designees, hereafter "Diocese" to communicate with persons listed as references, former employers, and any others with whom the Diocese desires to check. I agree to hold such persons harmless with respect to any information they may give about me.

If employed, I agree to engage in no outside activity that would involve a material conflict of interest with or could reflect adversely on the Diocese. I understand this decision to rest with the Diocese.

I understand that employment with the Diocese is employment “at will.” Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Diocese.

I understand that no representative of the Diocese other than the Bishop has authority to make any agreement, express or implied, for employment for any specified period of time, or to make any agreement for employment other than at-will. Only the Bishop has the authority to make any such agreement, and then only in writing and indicating that it is intended as a modification of a particular employee’s at-will status. Pastors with Catholic schools have limited authority, along with the Superintendent of Catholic Education, to enter into a written contract of employment with teachers employed at the particular school site.

In consideration of my employment, if I am employed, I agree to conform to the employment policies of the Diocese including the “Diocese of Fresno Classified Personnel Manual for Catholic Schools.” I understand that the completion of this Application for Employment does not guarantee employment by the Diocese.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception or false statement made in this application for employment may result in my not being considered for employment, and if not discovered by the Diocese after my becoming employed, is grounds for, and may result in, my immediate termination.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **ATTACHMENTS TO THIS APPLICATION**

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To consider your application file complete, attach the following items to your application form.

Please check off  those items that apply to your application.

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**DIPLOMAS OR GRADUATION DOCUMENTATION (Recommended)** .....Item D., Page 3

- I have attached a copy of my diploma or other graduation document.
- I do not possess a diploma or other graduation document.

**LETTERS OF REFERENCE FROM THE FOLLOWING THREE PERSONS (Required)** .....Item F., Page 3

- I have attached a letter from my current or last employer.
- I have attached a letter from a professional colleague.
- I have attached a letter from my pastor or priest attesting to my commitment to my faith. If you are not an active member of a parish or church and are unable to obtain a letter from your pastor or priest, include an explanation of your situation.

**RESUME (Optional)**

- I have attached my resume.
- I have not attached my resume.

***Thank you*** for applying for a classified teacher aide position in the Catholic schools of the Diocese of Fresno. We are always looking for employees eager to touch the hearts and minds of our students.