



## Xavier Jesuit Academy

1601 California Ave.  
Cincinnati, OH 45237  
Telephone (513) 278-3969

Xavier Jesuit Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.

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

### PERSONAL INFORMATION

Name:

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

Current Address:

\_\_\_\_\_  
Number Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Permanent Address: (If different)

\_\_\_\_\_  
Number Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

E-mail address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Are you legally eligible to be employed in the United States? YES \_\_\_\_\_ NO \_\_\_\_\_  
(Proof of identity and eligibility will be required upon employment)

Are you related to anyone currently working at or attending Xavier Jesuit Academy? YES \_\_\_\_ NO \_\_\_\_  
If yes, whom? \_\_\_\_\_

### EMPLOYMENT DESIRED

Subject and Grade Preference:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

List any limitations on your availability: \_\_\_\_\_

If hired, date available: \_\_\_\_\_ Minimum Salary Requirement (if any): \_\_\_\_\_

### EDUCATION AND PROFESSIONAL BACKGROUND

If offered employment, copies of diplomas or transcripts may be required at that time.

	Name of Institution	Location		Course of Study	Number of Years Completed	Degree or Semester Hours
		City	State			
HIGH SCHOOL						

**EDUCATION AND PROFESSIONAL BACKGROUND, cont.**

	Name of Institution	Location		Course of Study	Number of Years Completed	Degree or Semester Hours
		City	State			
COLLEGE						
VOCATIONAL OR TRADE SCHOOL						
GRADUATE OR EXTENSION STUDY						

State Certification: \_\_\_\_\_ State \_\_\_\_\_ Type \_\_\_\_\_ Certificate Number \_\_\_\_\_ Date Issued / Date of Expiration \_\_\_\_\_

Other Certification: \_\_\_\_\_ State \_\_\_\_\_ Type \_\_\_\_\_ Certificate Number \_\_\_\_\_ Date Issued / Date of Expiration \_\_\_\_\_

Area(s) of Certification: \_\_\_\_\_

Do you plan to continue your education through (check all that apply): College courses? \_\_\_\_\_ Additional education courses? \_\_\_\_\_

In-service courses? \_\_\_\_\_ Are you working toward a graduate degree? \_\_\_\_\_ What area? \_\_\_\_\_

List the professional organizations to which you belong:

\_\_\_\_\_

List any professional achievements (published writings, group leadership, office in professional organizations, etc.)

\_\_\_\_\_

List any civic and community participation:

\_\_\_\_\_

\_\_\_\_\_

List major workshops, seminars, internships, grants, summer programs, etc. in which you have participated in the last five years and which are normally part of a degree program. (Add additional pages, if necessary.) Do not include conventions, single meetings, etc.

PROGRAM - PLACE	FIELD	SPONSOR	DATE

Name(s) used on school records (if other than your current name):

\_\_\_\_\_

## EMPLOYMENT HISTORY

### POSITIONS IN EDUCATIONAL INSTITUTIONS

List all prior educational employment, putting the most recent first. Indicate Student Teaching with a check in the left margin.

CITY AND STATE	SCHOOL	GRADE OR SUBJECT(S)	From		To	
			Month	Year	Month	Year

### OTHER EXPERIENCE

List all non-educational employment, whether it has pertinence for a position in education or not. Also include other experiences which, though not academic, have been of service in preparing you for a position in education. List the most recent first.

EMPLOYER AND ADDRESS	NATURE OF EXPERIENCE	From		To	
		Month	Year	Month	Year

Do you have a contract for the next academic year? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason(s) for leaving your present or most recent employment?

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## EXTRA-CURRICULAR ACTIVITIES

In order of preference and capability, list any school clubs, sports, or activities you can direct or coach.

ACTIVITY

EXPERIENCE, IF ANY

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List any special interests, talents, or hobbies which might influence the type of assignment you could hold.

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## REFERENCES

List three persons able to give information about your character and qualifications for the position for which you are applying. Include your two most recent employers (supervisors preferred) along with character references.

Name	Address	Business or Company Name & Title	Phone	Years Acquainted

## ADDITIONAL INFORMATION

Xavier Jesuit Academy prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Each reported allegation will be investigated. Xavier Jesuit Academy will also cooperate fully with outside agencies that are investigating suspected mistreatment or abuse of a student.

Are you willing to accept and abide by the above statement of policy?

Yes \_\_\_\_\_ No \_\_\_\_\_

Xavier Jesuit Academy is a Catholic school in the Jesuit tradition. Are you willing to unambiguously support the mission of the school?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are we free to contact your references?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are we free to contact your previous employers?

Yes \_\_\_\_\_ No \_\_\_\_\_

Where did you see our job posting or learn about this job opportunity?

\_\_\_\_\_

Briefly state why you want to teach Xavier Jesuit Academy:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TO THE APPLICANT: This section is yours. Use it to amplify any of your qualifications which you wish to stress, or to present any additional information which you have not been able to include elsewhere on this application. Please feel free to attach your resume or any additional sheets.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ADDITIONAL PERSONAL INFORMATION

Although the following information is somewhat sensitive, we are obligated to request it in order to fulfill our responsibilities as an employer to screen candidates for employment.

1. Have you ever been convicted of a crime with the exception of minor traffic offenses? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: City/State \_\_\_\_\_ Date \_\_\_\_\_

Charges: \_\_\_\_\_ Disposition: \_\_\_\_\_

2. Has a civil or criminal complaint ever been filed against you alleging physical or sexual abuse by you? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give a short explanation of the complaint. (Please indicate the date, nature and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.)

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3. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical or sexual abuse by you? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give a short explanation of the complaint. (Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time including your employer's name, address and telephone number.)

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### Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Xavier Jesuit Academy to hire me. Further, that all offers of employment are contingent upon the successful completion of a pre-employment screening/background check to include criminal history, sexual offense history, employment history, education verification, reference checks, and, if necessitated by physical requirements of the job, a fitness for duty exam. If I am hired, I understand that either Xavier Jesuit Academy or I can terminate my employment at any time, for any reason, with or without cause and without prior notice. I understand that no representative of Xavier Jesuit Academy has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Xavier Jesuit Academy true and complete information on this application. No requested information has been concealed. I authorize Xavier Jesuit Academy to contact references provided for employment reference checks, and am aware that any information gleaned from them will be regarded as a confidential part of this record and will not be disclosed to me. If any information I have provided is untrue or inaccurate, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate termination of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for completing this application and for your interest in a position at University of Detroit Jesuit High School and Academy.

### Return the completed application to:

[employment@xavierja.org](mailto:employment@xavierja.org)

or

**Human Resources**  
Xavier Jesuit Academy  
1601 California Ave.  
Cincinnati, OH 45237

Should you require a reasonable accommodation in order to apply for or be interviewed for this position, please contact Principal Kyle Chandler at (513) 278-3969