



SOUTHERN TIER
CATHOLIC SCHOOL



ARCHBISHOP
WALSH
ACADEMY

UNIFORM COACHING APPLICATION

Southern Tier Catholic School & Archbishop Walsh Academy is an Equal Opportunity Employer and considers all candidates for employment regardless of race, color, age, sex, national origin, marital status, disability, Vietnam or disabled veteran status or arrest record. Because of its status as a religious entity, the Diocese may consider the candidate's religious affiliation in its employment decisions, consistent with state and federal law.

PERSONAL IDENTIFICATION

Name: _____ Telephone: (____) _____

Current Address: _____
(Street) (City) (State) (Zip)

Previous Address: _____
(Street) (City) (State) (Zip)

Position Applied For: _____

Location of Position: _____ Part-time _____ Full Time _____

If hired, date available: _____ Minimum Salary Required: _____

Do you have a means of private transportation should you be considered for employment in an area lacking public transportation? YES _____ NO _____

Do you have any restrictions, personal or otherwise, which would restrict the hours you can work? YES _____ NO _____

(Proof of immigration status or citizenship will be required upon employment)

Do you have working papers? YES _____ NO _____

EDUCATION

| Type of School | Name and Address of School | Highest grade completed {circle} | Did You Graduate? {circle} | Degree | Major Subject | Minor Subject |
|------------------------------|----------------------------|----------------------------------|----------------------------|--------|---------------|---------------|
| High School | | 1 2 3 4 | YES NO | | | |
| College(s) | | 1 2 3 4 | YES NO | | | |
| Graduate School | | | YES NO | | | |
| Technical, Business or Other | | | YES NO | | | |

PROFESSIONAL LICENCE AND ACCREDITATION

List all licenses and accreditations that pertain to the job you are applying for:

EMPLOYMENT HISTORY

(Start with your most recent position. Include experience in the armed forces of the U.S. Please feel free to attach additional information where appropriate, such as resume.)

| Position #1 | Date | Salary | Firm Name and Address |
|-------------|------|--------|-----------------------|
| Start | | | |
| End | | | |

Telephone () _____ Type of Organization: _____

Title: _____ Responsibilities: _____

Name/Title of Supervisor: _____

Department: _____

Reason for Leaving: _____

| Position #2 | Date | Salary | Firm Name and Address |
|--------------------|------|--------|-----------------------|
| Start | | | |
| End | | | |

Telephone () _____ Type of Organization: _____

Title: _____ Responsibilities: _____

Name/Title of Supervisor: _____

Department: _____

Reason for Leaving: _____

| Position #3 | Date | Salary | Firm Name and Address |
|--------------------|------|--------|-----------------------|
| Start | | | |
| End | | | |

Telephone () _____ Type of Organization: _____

Title: _____ Responsibilities: _____

Name/Title of Supervisor: _____

Department: _____

Reason for Leaving: _____

Is additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your school records or employment records? YES _____ NO _____

If yes, please provide: _____

REFERENCES (Not relatives or previous employers)

| | Name | Address | Occupation | Phone | Office Use References Checked |
|----|------|---------|------------|-------|-------------------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

MISCELLANEOUS

Languages (other than English)

1. _____ Read _____ Speak _____ Write _____
2. _____ Read _____ Speak _____ Write _____
3. _____ Read _____ Speak _____ Write _____

Have you served in the U.S. Armed Forces? YES _____ NO _____

Date entered: _____

Date discharged: _____

Branch of Service: _____

Highest Rank: _____

A dishonorable discharge is only one of the factors considered in this employment decision and is not an absolute bar to employment.

You may wish to include civic and community activities and professional societies in which you participate which you consider relevant to your ability to perform the job:

Referred by (Name of person, firm, agency, advertisement, etc.): _____

Are you a former employee of the Diocese? YES _____ NO _____

If yes, last date worked: _____ Job title: _____

Have you previously applied for employment with the Diocese? Yes _____ No _____

If yes, when: _____

Present religious affiliation, if any: _____

Have you been convicted of, or are you currently under indictment for a crime with the exception of minor traffic offenses? YES _____ NO _____

If yes, please explain: _____

Your answers are looked upon as one of the factors considered in the employment decision and are evaluated in terms of the nature, severity and date of the offense. No application will be excluded from consideration for employment due to prior arrests.

Have you ever been discharged or asked to resign by an employer? YES _____ NO _____

If yes, please explain and state circumstances: _____

APPLICANT'S AGREEMENT

I hereby represent that each answer to a question herein and on any attachments to the application, and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer of information relates. I understand that any incorrect, incomplete or false statement or information furnished by me will subject me to discharge at any time. I hereby authorize my former employers to give any information regarding my employment with them; and in addition, to furnish any other information they may have concerning me.

I understand this Application for Employment does not constitute an expressed or implied contract of employment and, if hired, I have the right to terminate my employment for any reason at any time. I also understand the Diocese of Buffalo reserves the same rights provided such action is not inconsistent with any collective bargaining agreement which may govern the "wages" and "conditions of employment" of the position in which I am employed. I understand the Diocese reserves the right to unilaterally change or modify "wages" and "conditions of employment" at any time without previous notice provided such are not subject to collective bargaining.

In compliance with the Fair Credit Reporting Act (Public law 91-508), you are notified that in connection with and in order to better evaluate this application for employment, a report may be obtained which will provide applicable information concerning character, general reputation and personal characteristics including, but not limited to, verification of prior employment, verification with the Department of Motor Vehicles, and a character check, including verification and review of any criminal convictions. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the report requested.

Signature of Applicant

Date

DIOCESE OF BUFFALO
SUBSTANCE ABUSE TEST NOTICE

ALL APPLICANTS

ALL PERSONS APPLYING FOR A POSITION WITH THE
DIOCESE MAY BE REQUIRED TO PROVIDE A URINE AND/OR
BLOOD SAMPLE
FOR A SUBSTANCE ABUSE TEST

During employment or volunteer service a person may be required to provide a urine and/or blood sample for a substance abuse test if there is a reasonable suspicion the person is under the influence of drugs or alcohol at work or while performing volunteer services for the Diocese of Buffalo.

I have read and accept this as condition
of employment and/ or services.

Signature

Date