

MONSIGNOR DONOVAN CATHOLIC HIGH SCHOOL
An Independent Catholic High School Serving the Families of Northeast Georgia

NON-TEACHING POSITIONS APPLICATION

Please return to

Monsignor Donovan Catholic High School
590 Lavender Road
Athens, GA 30606-1114

Monsignor Walter J. Donovan Catholic High School, 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 any disability as provided in the Americans with Disabilities Act. It is also the policy of Monsignor Donovan Catholic High School, Inc., that every employee has the right to work in an environment that is free from illegal harassment.

Date _____

PERSONAL INFORMATION

Name _____
LAST FIRST MIDDLE SOCIAL SECURITY NO.

Address _____ Phone _____
STREET CITY STATE ZIP 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

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

*Have you ever been convicted of a crime?

Yes No

*Have you ever been the subject of an investigation involving sexual abuse?

Yes No

*Have you ever been terminated from employment?

Yes No

*Have you ever been asked to resign employment?

Yes No

*Have you ever had an employment contract not renewed by your employer?

Yes No

Have you ever applied to Monsignor Walter J. Donovan Catholic High School, Inc., for a job?

Yes No If yes, when?

Were you ever employed by Monsignor Walter J. Donovan Catholic High School, Inc.?

Yes No If yes, when?

(over)

Position Desired _____

Salary Desired _____

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

Full time Part time

Will you accept either full-time or part-time?

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

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 first.**

May we contact these employers? Yes No

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

I.

Dates _____ FROM TO _____ Salary _____ START END

Employer _____ NAME ADDRESS CITY STATE ZIP PHONE

Job _____ TITLE DEPARTMENT SUPERVISOR

Major duties _____

Reason for leaving _____

(next page)

II.

Dates _____ Salary _____
FROM TO START END

Employer _____
NAME ADDRESS CITY STATE ZIP PHONE

Job _____
TITLE DEPARTMENT SUPERVISOR

Major duties _____

Reason for leaving _____

III.

Dates _____ Salary _____
FROM TO START END

Employer _____
NAME ADDRESS CITY STATE ZIP PHONE

Job _____
TITLE DEPARTMENT SUPERVISOR

Major duties _____

Reason for leaving _____

IV.

Dates _____ Salary _____
FROM TO START END

Employer _____
NAME ADDRESS CITY STATE ZIP PHONE

Job _____
TITLE DEPARTMENT SUPERVISOR

Major duties _____

Reason for leaving _____

SPECIAL SKILLS

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

List computer skills including software expertise: _____

List relevant qualifications and accomplishments: _____

(over)

Why are you interested in working for Monsignor Walter J. Donovan Catholic High School, Inc.?

PROFESSIONAL REFERENCES

Name	Address	Phone	E-Mail
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CERTIFICATION *Please read carefully before signing.*

I HEREBY CERTIFY that all the answers are true to the best of my knowledge and I agree to have any of the statements checked by Monsignor Walter J. Donovan Catholic High School, Inc., 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 accommodation, 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 Monsignor Walter J. Donovan Catholic High School, Inc., 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 Monsignor Walter J. Donovan Catholic High School, Inc., or I may terminate the relationship at any time, with or without cause and/or with or without notice (not applicable to personnel employed pursuant to a contract of employment, the form of which has been authorized by Monsignor Walter J. Donovan Catholic High School, Inc.)

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

Signature

Date

Return to: Mrs. Barbara S. Bankston, Interim Principal
Monsignor Donovan Catholic High School
590 Lavender Road
Athens, GA 30606-1114

(706) 433-0223
FAX: (706) 433-0229
bbankston@mdchs.org