



APPLICATION FOR EMPLOYMENT

We thank you for your interest in working at Totino Grace High School. We welcome applicants to complete this application form, as the first step in being considered for employment. Please know that it is our policy and belief that we do not discriminate against anyone in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications. Please carefully read and answer all of the questions and you may feel free to also attach a resume if you have one. In order to be considered for employment you must completely answer all questions on this application.

Position You Are Applying for at Totino Grace High School	
Date of Application	

PERSONAL INFORMATION

WORK PREFERENCES

QUALIFICATIONS

SPECIAL TRAINING, CERTIFICATIONS AND SKILLS



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CERTIFICATIONS AND SKILLS

ACKNOWLEDGEMENT AND RELEASE

I certify that the facts I have provided in this Employment Application are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal.

I also authorize Totino Grace to verify any of the facts provided in this Employment Application, which may include a pre-employment background check, if the position for which I am applying requires it. Further, I release Totino Grace High School from all liability. I understand that I will be notified if a background check will be conducted.

I also understand that Totino Grace is an at-will employer. Therefore, I understand that regardless of whether I am a regular, temporary or other category type of employee, I may resign at any time, just as Totino Grace may terminate my employment relationship at any time, with or without cause and with or without notice to me.

Applicant Name - Printed

Applicant Signature

Date of Signature



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APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION BY REFERENCES

Name (please print): _____

Other Names Used in Prior Employment: _____

I am applying for employment with Totino Grace High School. I authorize the School's administration to verify former employment dates and job titles. In addition, the School may contact the following individuals, as professional references for me, to orally and/or in writing, request further information about my work performance, strengths and ability to meet the requirements of the job for which I'm applying here. I understand that by signing this Reference Authorization, I fully release the references listed below from any and all liability for any damage of any kind or nature whatsoever that may result from furnishing the information described in this authorization. I also understand that this authorization to release information as described above will expire when the position I am applying for has been filled. I understand that I may withdraw my authorization at any time, but that if I do withdraw my authorization, it will not affect any data that was released prior to my withdrawal.

A list of my references and their contact information is included below:

Reference Name	Relationship to Me	Title	Email	Phone Number

Applicant Signature: _____ Date: _____