



# BISHOP KELLY HIGH SCHOOL

7009 Franklin Road, Boise, Idaho 83709  
Phone: (208) 375-6010 Fax: (208) 375-3626 Website: www.bk.org

## A Catholic Community of Learners and Believers EMPLOYMENT APPLICATION

*An Equal Opportunity Employer*

*The Diocese of Boise recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability or veteran status. The diocese reserves the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in all employment decisions.*

<b>PERSONAL</b>		<b>DATE</b>	
POSITION APPLYING FOR:			
NAME		E-MAIL ADDRESS	
ADDRESS			
CITY		STATE	ZIP
HOME PHONE		WORK PHONE	
HIGHEST GRADE LEVEL COMPLETED	HIGHEST DEGREE	UNIVERSITY AND MAJOR	
RELIGIOUS AFFILIATION		CHURCH	
CITIZENSHIP		SS#	
IF NOT U.S. CITIZEN, PERMANENT RESIDENT? <input type="checkbox"/> YES <input type="checkbox"/> No			
<b>EMPLOYMENT HISTORY</b>			
<b>EMPLOYER AND LOCATION</b>	<b>RESPONSIBILITIES AND REASON FOR LEAVING</b>		<b>DATES</b>

**REFERENCES**

(Please list three references.)

NAME	POSITION	PHONE NUMBERS/EMAIL ADDRESS
1.		
2.		
3.		

**OTHER INFORMATION:**

1. Have you ever been dismissed or asked to resign from any position?

If YES, please explain:

2. If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?

3. Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

If NO, please describe the functions that cannot be performed:

(Note: We comply with the ADA and will consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential job functions.)

4. Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

If YES, state the nature of the crime(s), when and where convicted and disposition of the case.

5. Are you fluent in a language other than English?

Language(s)

Level of fluency

6. Are willing to support the Catholic mission and philosophy of education of Bishop Kelly High School?

Please read carefully. Initial each paragraph and sign below.

<u>          </u> Initials	<p>I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of time elapsed before discovery.</p>
<u>          </u> Initials	<p>I hereby authorize Bishop Kelly High School to investigate my references, work record, education and other matters related to my suitability for employment and, further, I authorize the references I have listed to disclose to Bishop Kelly High School any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosures. In addition, I hereby release Bishop Kelly High School, my former employer and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.</p>
<u>          </u> Initials	<p>I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between Bishop Kelly High School and me. In addition, I understand and agree that if I am employed, my employment may be suspended or terminated at any time, with or without cause and with or without notice, at the option of either myself or Bishop Kelly High School, and that no promises or representations contrary to the foregoing are binding on Bishop Kelly High School unless made in writing and signed by me and the Bishop Kelly High School designated representative.</p>

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* If you have a resume which gives additional information, or if you need to explain any response more fully, please enclose with your application.