

**Archdiocese of Los Angeles
Department of Catholic Schools
Employment Application - Non-Teaching Staff**

CLASSIFIED (Non-Teaching) STAFF APPLICATION PROCESS ELEMENTARY and SECONDARY SCHOOLS

HOW TO APPLY FOR A CLASSIFIED (NON-TEACHING) POSITION

- To view the current **school job opportunities**
 1. Go to <http://lacatholicschools.org/jobs>
 2. Click on the job category (in the middle)
- Download **Classified (Non-Teaching) Staff Application/Instructions for Elementary and Secondary Schools** from the Archdiocesan website.
- Complete all the information on the application. Sign and date the back of the form.
- Send the application and your resume to the school advertising the job. All classified staff are hired by direct contact with the school principal, who employs the faculty/staff for his/her own school.
- **Do not** send the application to the Department of Catholic Schools.
- All of the schools are listed on the website.
- The List of Secondary Schools and the List of Elementary Schools may be downloaded.
- If hired, the employee will be required to:
 1. Provide proof of freedom from tuberculosis.
 2. Provide proof of eligibility to work in the United States.
 3. Be fingerprinted so that a Criminal Record Summary from the DOJ and FBI can be sent to the school.

QUESTIONS

Please contact: Secondary Schools - Bernadette Bullock at 213-637-7701

Elementary Schools - Aura Gonzalez at 213-637-7300

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Department of Catholic Schools
Employment Application - Non-Teaching Staff**

Department Of Catholic Schools
3424 Wilshire Blvd. 7th Floor
Los Angeles, CA 90010-2241



(213) 637-7300
<http://www.lacatholicschools.org/jobs>

PERSONAL INFORMATION

FIRST NAME	MIDDLE	LAST
ADDRESS	CITY	STATE/ ZIP
HOME PHONE	WORK PHONE	CELL PHONE
EMAIL ADDRESS	SOCIAL SECURITY #	RELIGION

UNDERGRADUATE AND GRADUATE EDUCATION (LIST MOST RECENT EDUCATION FIRST)

HIGH SCHOOL	CITY/STATE	DEGREE
COLLEGE/UNIVERSITY	CITY/STATE	DEGREE
GRADUATE SCHOOL	CITY/STATE	DEGREE
PROFESSIONAL, TRADE SCHOOL, OTHER	CITY/STATE	DEGREE

RELIGIOUS/CHARACTER REFERENCE

NAME	RELATIONSHIP	POSITION	PHONE #
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PROFESSIONAL REFERENCE

NAME	RELATIONSHIP	POSITION	PHONE #
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U.S. MILITARY SERVICE

SERVICE BRANCH	SPECIALTY	NO. OF YEARS
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MOST RECENT WORK EXPERIENCE

SCHOOL/INSTITUTION/COMPANY	PHONE
ADDRESS/CITY/STATE/ZIP	POSITION HELD
WORK SCHEDULE ___ FULL TIME ___ PART TIME	EMPLOYED FROM _____ TO _____
SUPERVISOR	PHONE NUMBER

LANGUAGE SKILLS

Do you speak any languages other than English? yes () no ()
If yes, identify language and skill level (read and/or write): Language: _____
Skill Level: Basic ___ Intermediate ___ Advanced ___

WORK SKILLS

(<input type="checkbox"/>) Computers Skill Level: Basic ___ Intermediate ___ Advanced ___	(<input type="checkbox"/>) Bookkeeping Skill Level: Basic ___ Intermediate ___ Advanced ___
(<input type="checkbox"/>) Typing Skill Level: Basic ___ Intermediate ___ Advanced ___	(<input type="checkbox"/>) Other (describe)
(<input type="checkbox"/>) Telephone Skill Level: Basic ___ Intermediate ___ Advanced ___	(<input type="checkbox"/>) Other (describe)

PREVIOUS EMPLOYMENT

Identify all prior employers in chronological order. Include all previous employment by the Archdiocese of Los Angeles and/or any of its entities, including schools and parishes. Explain periods of unemployment below.

Company	Address	Name of Supervisor	Position Held
Salary/Wage	Dates of Service	Reason for Leaving	Permission to Contact Employer Yes _____ No _____
Company	Address	Name of Supervisor	Position Held
Salary/Wage	Dates of Service	Reason for Leaving	Permission to Contact Employer Yes _____ No _____

PERIODS OF UNEMPLOYMENT

Dates (Mo. & Yr.)	Explanation

- Are you willing to maintain, by word and actions, a position of role model and witness to the Gospel of Christ that is in conformity with the teachings, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Archdiocese of Los Angeles? yes () **no ()**
- Are you able to perform the essential functions of the job with or without reasonable accommodations? If your answer is no, describe on an attachment the functions you cannot perform without reasonable accommodation. yes () **no ()**
- Have you ever been convicted of a crime other than a minor traffic violation(s)? If yes, identify the nature of the crime, when and where you were convicted, the case number and disposition of the case on an attachment. (Conviction is not automatically a bar to employment. Each case is considered on its own merits). yes () **no ()**
- Are you currently out on bail? If yes, identify the nature of the charge, when and where you were charged, and the case number on an attachment. **yes ()** no ()
- Do you have a reliable means of transportation to get to the school? **yes ()** no ()
- Do you have any friends or relatives who work for the Archdiocese of Los Angeles? **yes ()** no ()

PLEASE READ CAREFULLY BEFORE SIGNING

I understand that:

- The Archdiocese is exempt from the State Unemployment and State Disability programs.
- I must, as a condition of employment, submit proof of my legal right to live and work in the United States in accordance with the Immigration Act of 1986.
- I cannot be hired until the school receives a **CRIMINAL RECORD SUMMARY** from the California Department of Justice.
- Prior to employment, I must present a certificate showing that I have been examined (Mantoux skin test) within the last sixty (60) days and found to be free of communicable tuberculosis.

STATEMENT OF AUTHORIZATION

I hereby give permission to make inquiries of former employers and professional references concerning my general character and professional performance. I hereby authorize the employers and professional references to give full and complete information as may be requested. I further agree that the information will not be disclosed to me, but will be treated as confidential, and I waive my right to see this information.

DECLARATION OF VERACITY

The facts set forth in this employment application, resume, and supporting documentation are true and complete, and I grant permission to investigate them and to contact all employers to investigate them except where explicitly indicated by me. I understand that, if employed, false statements on this application, resume or supporting documents shall be considered sufficient cause for dismissal.

SIGNATURE OF APPLICANT:

DATE: