



Application for Employment

Date of Application ___/___/___

Name _____

Address _____

Telephone (____)-____-____ Cell (____)-____-____ Social Security Number ____-____-____

Circle Selection:

- | | |
|---|----------|
| 1. Have you been employed by NCS before? | Yes / No |
| 2. Are you legally eligible for employment in this country? | Yes / No |
| 3. Have you been convicted of a felony in the last seven (7) years? | Yes / No |

EMPLOYMENT HISTORY List your last four (4) employers, assignments, or volunteer activities, starting with the most recent, including military experience.

From	To	Employer	Telephone (____) - ____ - ____
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of the work performed and job responsibilities.	
From	To	Employer	Telephone (____) - ____ - ____
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of the work performed and job responsibilities.	
From	To	Employer	Telephone (____) - ____ - ____
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of the work performed and job responsibilities.	
From	To	Employer	Telephone (____) - ____ - ____
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of the work performed and job responsibilities.	

Newman Catholic Schools is an Equal Employment Opportunity Employer

Skills and Qualifications

Summarize special skills and qualifications related to the position you are applying for:

Educational Background

Name and Location	Degree	Major/Minor
High School*		
College		

*If you are applying for a Teacher Aide Position, you must submit a copy of at least your high school diploma. A college diploma is also acceptable. *The name on your diploma must match your current name. If your name does not match your diploma a marriage/divorce certificate must be submitted indicating your current name.*

Employment / Supervisory related references – please no friends or family members

Name	Position / Relationship to Applicant	Telephone
		() -
		() -
		() -

It is understood and agreed that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give Newman Catholic Schools and its representatives the right to investigate all references and to secure additional information about me from other sources, if job related. I hereby release from liability Newman Catholic Schools and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

Signature of
Applicant _____

Date ____/____/____

Return application, unless otherwise instructed, to:

Newman Catholic Schools Central Office
619 Stark Street, Wausau, WI 54403
 715/845-5735 fax 715/848-3582
 Website: www.newmancatholicschools.com



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