

*Only use this page if you have been instructed to do so by Human Resources.  
You may also print this application and mail.*

## **De La Salle North Catholic High School**

*7528 N. Fenwick Avenue, Portland, Oregon 97217  
PH: 503.285.9385, FAX:503.285.9546*

### **APPLICATION FOR EMPLOYMENT**

De La Salle North Catholic hires and promotes without regard to race, color, national origin, religion, marital status, sex, age, veteran status or mental or physical disability or other protected classifications.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

Position Desired: \_\_\_\_\_ Date Available to Work: \_\_\_\_\_

Preferred Starting Wage: \_\_\_\_\_ Other Interests: \_\_\_\_\_

Coaching/Sport: \_\_\_\_\_

Have You Ever Been Employed by DLSNC Before? \_\_\_\_\_ When? \_\_\_\_\_

In What Job? \_\_\_\_\_ Name Used: \_\_\_\_\_

Have you ever been arrested, convicted or charged with child abuse, offenses against persons, sexual offenses, child neglect, felony offenses involving controlled substances or any other related offense?

No \_\_\_ Yes \_\_\_ If yes, please describe the situation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **EDUCATION AND TRAINING**

Circle Highest Grade Completed in School: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4

Graduate: 1 2 3 4

	Name of School	Location	Degree/Year Earned Dates Attended	Major
High School	_____	_____	_____	_____
College or Univ.	_____	_____	_____	_____

Graduate School \_\_\_\_\_  
Voc/Spec Training \_\_\_\_\_

Would you be willing to continue your education by enrolling classes, seminars, in-service training workshops, etc? Yes\_\_\_ No\_\_\_ (Professional Development is considered an essential part of the position)

Do you have a current First Aide/CPR card? Yes\_\_\_ No\_\_\_

Have you taken a Called to Protect training class? Yes\_\_\_No\_\_\_ Do you have a Food Handlers card? Yes\_\_\_No\_

### **EMPLOYMENT HISTORY**

Beginning with the most recent position, list below present and past employment, including military service and volunteer work, if applicable. Complete the section entirely. **Do not substitute a resume.**

If more space is needed, additional pages can be added.

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Name of Present or Last Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Employment Dates- From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for Leaving or Changing: \_\_\_\_\_

Work Responsibilities: \_\_\_\_\_

Supervisor's Name and Telephone: \_\_\_\_\_

Are you Employed Now? Yes\_\_\_ No\_\_\_ If yes, may we contact your present employer?

Yes\_\_\_ No\_\_\_

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Name of Former Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Employment Dates- From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for Leaving or Changing: \_\_\_\_\_

Work Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Name and Telephone: \_\_\_\_\_

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Name of Former Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Employment Dates- From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending

Pay: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for Leaving or Changing: \_\_\_\_\_

Work Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Name and Telephone: \_\_\_\_\_

Describe any other work experience that pertains to this position, listing organization name, dates and responsibilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What skills and abilities would you bring to position?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List professional or volunteer organizations you are active in:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

In consideration of my employment, I agree to conform to the instructions, rules and policies of De La Salle North Catholic High School or the District of San Francisco (hereinafter known as “the Company”). I understand that this employment application, any verbal offer of employment and any other company documents are not contracts of employment. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied on by any prospective or existing employee. My employment and compensation may be terminated with or without cause, and with or without notice, at any time at the option of the Company or myself. I agree that any disputes arising from my employment or termination of my employment will be resolved under the grievance procedure that is in effect in the Company’s personnel manual.

I understand that, if selected, offers of employment are contingent upon providing satisfactory proof of my identity and legal right to work in the United States, as well as the successful completion of an investigative background check.

In filling out this form, I understand the Company may wish to investigate any of the facts or statements submitted by me. I hereby grant the Company permission to investigate any facts or statements submitted by me, except written statements on this form that I specifically request no investigation be made. I release the Company and all previous employers and supervisors from liability for any damage that may result from furnishing information to the Company. **Furthermore, I understand that any misrepresentations, false or misleading information, or omissions that may later come to the attention of the Company will lead to termination of my employment with no recourse whatsoever.** Use of this form does not indicate that there are any positions open and does not in any way obligate the Company.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date Signed

**EEO INFORMATION**

**Gender Information:**

- Male
- Female

**Ethnic Information:**

- Caucasian/White
- Black/African American
- Hispanic/Latino
- Asian/Pacific Islander
- Native American Indian
- Other (please specify): \_\_\_\_\_

**Religious Affiliation:**

- Roman Catholic(indicate name and location of parish):  
\_\_\_\_\_

- Other (please specify): \_\_\_\_\_
- None

**How Did You *Initially* Learn About This Position?**

- De La Salle North Catholic Website
- Newspaper Ad (name of the publication): \_\_\_\_\_
- Employee Referral (name of the employee): \_\_\_\_\_
- Word of mouth/friend (non-employee)
- Educational institution (name of the institution): \_\_\_\_\_
- Television (name of TV channel): \_\_\_\_\_
- Radio (name of the radio station): \_\_\_\_\_

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Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT DIRECTIONS:**

**FILL OUT TOP PORTION ONLY FOR REFERENCE AUTHORIZATION**

Applicant Name: \_\_\_\_\_ Position: \_\_\_\_\_  
\_\_\_\_\_

I authorize all past employers, schools, persons and organizations having relevant information (whether favorable or unfavorable) to provide it to De La Salle North Catholic High School or its duly authorized representative for its use in deciding whether or not to offer me employment. I specifically waive any other required written notification. I hereby release De La Salle North Catholic High School, its officers, employees and agents and any employers, schools, persons and organizations from all liability in responding to inquiries in connection with my application for employment with De La Salle North Catholic High School.

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

\_\_\_\_\_  
Date

**(PORTION BELOW TO BE COMPLETED BY HUMAN RESOURCES)**

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor/Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Job Title: \_\_\_\_\_

Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Attendance: \_\_\_\_\_

Work Habits: \_\_\_\_\_

Employee/Supervisor Relations: \_\_\_\_\_

Employee/Peer Relations: \_\_\_\_\_

Specific duties: \_\_\_\_\_

Are there any problems, concerns or reasons you may know that would prohibit this applicant from working with high school students? If so, please explain.

Do you have any concerns about this applicant working as the only adult with a group of high school students? If so, please explain.

Notable strengths: \_\_\_\_\_

Developmental needs/opportunities: \_\_\_\_\_

Why did the applicant leave your company? \_\_\_\_\_

Would you recommend this person for rehire?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Why or why not? \_\_\_\_\_

Additional comments: \_\_\_\_\_

Reference check completed by: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**DE LA SALLE NORTH CATHOLIC HIGH SCHOOL**  
**EMPLOYMENT BACKGROUND CHECK REQUEST**

Date of Request: \_\_\_\_\_

**This section to be completed by the applicant. Please print legibly and in black ink.**

Position Applied For: \_\_\_\_\_

Gender: \_\_\_ Female \_\_\_ Male

Applicant Name:

\_\_\_\_\_

First	Middle	Last
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Applicant Address:

\_\_\_\_\_

\_\_\_\_\_

City	State	Zip
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Other names used and dates of name changes (include maiden name):

\_\_\_\_\_  
\_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Driver's License: \_\_\_\_\_

Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_      State License Issued: \_\_\_\_\_

If you have lived in a state other than Oregon in the past 10 years, please list the following information, including the years in which you lived there. Please continue on the reverse side of this form if more room is needed.

State \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ Years: \_\_\_\_\_ to \_\_\_\_\_

State \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ Years: \_\_\_\_\_ to \_\_\_\_\_

Have you ever been convicted of a criminal offense? \_\_\_ Yes \_\_\_ No    If Yes, give details:

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All employment offers are contingent on the satisfactory result of the applicant's background investigation.

Please attach a copy of your driver's license or other photo ID. Please read and sign the authorization on the other side of this form.

## **AUTHORIZATION**

I understand that, in connection with my employment application, a background check may be done that may include information regarding my driving records, court records (both civil and criminal), educational and professional credentials, and personal and professional references. This information may come from either public or private sources and may contain information regarding my character, experience, work habits, and/or other information relevant to volunteer service.

I understand that, if I am employed by De La Salle North Catholic High School, this background check authorization will be kept on file and may be used at any time during my employment to procure further information when, in the judgment of my employer, such may be necessary.

I hereby release and discharge De La Salle North Catholic High School, its employees, any individual or agency obtaining information for De La Salle North Catholic High School, my personal and professional references, and my former employers to the full extent permitted by law, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

According to the Fair Credit Reporting Act, I am entitled to know if an adverse employment decision is made based on information obtained from a consumer report or investigative report and to receive upon written request (made within 60 days of the date of decision), a disclosure of the nature and scope of my investigative report.

I have read and understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future.

My signature below certifies that all information I have provided in connection with this background investigation is true, accurate, and complete to the best of my knowledge.

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Applicant's Signature

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Date

