



## APPLICATION FOR EMPLOYMENT

Mercy High School is an equal opportunities employer to all qualified persons with regard to race, age, color, sex, national origin, veteran or military status, genetic information, disability, or any other characteristic protected by law.

### **PERSONAL INFORMATION**

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Date \_\_\_\_\_

Legal Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Other Names Used \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Primary Phone # \_\_\_\_\_

Have you ever been terminated from employment or asked to resign by an employer?

**Yes or No**

**If yes**, please provide company names and details: \_\_\_\_\_

Can you work overtime, including weekends? **Yes or No**

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? **Yes or No**

### **EMPLOYMENT DESIRED**

Date you can start \_\_\_\_\_

Desired Compensation \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed? **Yes or No**

**If so**, may we inquire of your present employer? **Yes or No**

### **REFERRAL SOURCE**

How did you hear about us? \_\_\_\_\_

Have you ever been employed by Mercy High School before? **Yes or No**

**If yes**, position and dates \_\_\_\_\_

Do you know anyone who works for our school? **Yes or No**

**If yes**, who? \_\_\_\_\_

<b><u>YOUR EDUCATION</u></b>	<b>Name and location of school</b>	<b>No. of years Attended</b>	<b>Degree Received</b>	<b>Subjects studied/ Major</b>
High School				
College or University				
Trade, Business or Correspondence School				

**Professional Certifications/ Licenses** Please list designations or licenses you hold that are relevant to the job for which you are applying? (Example: teacher certification, school administrator certification, etc.) Include level of certification and period of validity as relevant. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list all your current and previous organizations where you have had contact with minors either volunteering or working in the past 10 years. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you provide the necessary documentation to prove that you are a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States? \_\_\_\_\_

*As a condition of consideration for employment, a criminal background check is required. Employment is contingent upon results of individual criminal background and reference checks, checks with Child Protective Services, and checks with the Maryland State Department of Education.*

Have you ever had your employment or service as a volunteer terminated by any employer? **Yes or No**

**If yes**, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AFFIDAVITS AND RELEASES**

*(Please read and sign the following:)*

(A) Have you ever been charged with, accused of, or convicted of child abuse? **Yes or No**

**If yes**, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand that Mercy High School takes all allegations of abuse seriously. I further understand that Mercy cooperates fully with authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.*

B) Maryland law requires all applicants to answer the following three questions. [NOTE: An applicant who provides false information or willfully fails to disclose material information required under this section shall be subject to professional discipline, including termination or denial of employment, and may be subject to professional discipline in accordance with the regulations of the Maryland State Department of Education (MSDE).]

1. Have you ever been the subject of a child sexual abuse or sexual misconduct investigation by any employer, arbitrator, county board, state licensing agency, law enforcement agency, or child protective services agency? (Sexual misconduct includes any act by an adult toward a minor designed to promote a romantic or sexual relationship with a minor, such as solicitating dates, making sexually suggestive comments, or grooming behaviors.) **Yes or No**
2. Have you ever been disciplined, discharged, non-renewed, or asked to resign from employment, or ever resigned from or otherwise separated from any employment while allegations of child sexual abuse or sexual misconduct were pending or were under investigation, or due to an adjudication or finding of child sexual abuse or sexual misconduct? **Yes or No**
3. Have you ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child sexual abuse or sexual misconduct were pending or under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct? **Yes or No**

***A conviction record is not necessarily a bar to employment. Each application will be considered individually, taking into account the nature and seriousness of the offense, when it occurred, and disposition. Do not answer Yes if the conviction has been expunged or pardoned.***

Have you ever been convicted of a crime? **Yes or No**

**If yes**, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY** List your employment history, including periods of unemployment, starting with the current/most recent employer and working backwards in time.

*Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Supervisor and title			
Summarize the work responsibilities			
Reason for leaving			

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**REFERENCES**

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Phone Email	Company Address	Years Acquainted

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? **Yes or No** If yes, explain. \_\_\_\_\_

**Please read carefully before signing.**

I certify that the information provided on this application is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for termination if discovered at a later date.

I hereby grant permission to Mercy High School to investigate my qualifications, and to conduct reference checks, criminal background checks, abuse registry checks, Child Protective Services checks, and checks required by Maryland law, and driving records checks (if applicable) for the purposes of my employment. I hereby release Mercy High School from liability in connection with investigating and evaluating my application as described above.

I hereby waive any right that I may have to inspect any information provided about me by the persons or entities previously mentioned, except where such right are ensured by the Fair Credit Reporting Act or other applicable laws. I have also read and understood the above stated information within this release and am signing below of my own free will.

I authorize persons, schools, current and previous employers, and organizations named in this application to provide Mercy High School with any relevant information that may be required for my employment. Maryland law also authorized other schools and county boards to request employment information about me. I release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Mercy High School to hire me. If I am hired, I understand that either Mercy High School or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Mercy High School has the authority to make any assurance to the contrary.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE**