



Application for Employment

www.SaintFXA.org

MISSION

St. Francis Xavier Academy exists to join families in their mission of formation and education by leading students to the great wonders of God. By uniting the invaluable gifts of the home with the benefits of structured classroom days, our students receive an education rooted in family life that is nourished by a joyful, Catholic community.

As a Catholic educational institution, Saint Francis Xavier Academy reserves the right to give preference in hiring to practicing Catholics and to those individuals who are willing to support the Catholic mission of the Academy. In accordance with applicable law, all employees are expected to conduct themselves in a manner consistent with Catholic moral teaching and to support the religious mission and identity of the institution. Fidelity to this mission is a bona fide occupational qualification for employment at the Academy.

Date of Application: _____

Date Available to Start Work: _____

Position Applying For: _____

PERSONAL INFORMATION

Name (First, Middle, Last): _____

Preferred Name: _____

Number and Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Email:** _____

Are you age 18 or older? Yes No

Are you authorized to work in the US without sponsorship? Yes No

Saint Francis Xavier Academy • Application for Employment

HOW WERE YOU REFERRED TO US?

- Parish Bulletin Online Advertisement School Website Word of Mouth Walk-In
- Employee Referral (Name): _____ Other: _____

CATHOLIC MISSION AND FAITH

Saint Francis Xavier Academy is a Catholic institution faithful to the Magisterium of the Roman Catholic Church. Fidelity to the Catholic faith and willingness to actively support the Catholic mission of the Academy are bona fide occupational qualifications for all positions.

Are you a practicing Catholic? Yes No

Are you willing to support the Catholic mission of the Academy? Yes No

Would you be willing to sign an Oath of Fidelity upon employment? Yes No

SAFE ENVIRONMENT TRAINING

Have you completed VIRTUS "Protecting God's Children" training? Yes No

If yes:

Date of Training: _____

Location of Training: _____

If previously trained, please attach a copy of your VIRTUS certificate to this application.

EDUCATION

Name of Institution	Address	Years Completed	Degree / Major
High School			
College			
Graduate / Other			

Saint Francis Xavier Academy • Application for Employment

EMPLOYMENT HISTORY

Please account for at least the past 10 years, including periods of unemployment. Start with your current employer. Include full-time and part-time employment. You may also include any verified work performed on a volunteer basis. Attach additional sheets if necessary. You may provide a cover letter and resume, but you must fully complete this section.

Employer #1

Employer's Name: _____

Employer's Address: _____

Telephone: _____ Title(s): _____

Supervisor's Name and Title: _____

Dates: From: _____ To: _____

Duties: _____

May we contact this employer?: Yes No

Employer #2

Employer's Name: _____

Employer's Address: _____

Telephone: _____ Title(s): _____

Supervisor's Name and Title: _____

Dates: From: _____ To: _____

Duties: _____

May we contact this employer?: Yes No

Employer #3

Employer's Name: _____

Employer's Address: _____

Telephone: _____ Title(s): _____

Supervisor's Name and Title: _____

Dates: From: _____ To: _____

May we contact this employer?: Yes No

Saint Francis Xavier Academy • Application for Employment

PROFESSIONAL REFERENCES

Please list three (3) professional references that we may contact. Please allow for one reference to be your Parish Priest or Pastor. Do not list family members or friends.

Reference #1

Name: _____ **Relationship:** _____

Occupation: _____ **Years Known:** _____

Telephone: _____

Reference #2

Name: _____ **Relationship:** _____

Occupation: _____ **Years Known:** _____

Telephone: _____

Reference #3 (Priest/Pastor)

Name: _____ **Relationship:** _____

Occupation: _____ **Years Known:** _____

Telephone: _____

SPECIAL SKILLS, CERTIFICATIONS & QUALIFICATIONS

Please list any relevant qualifications, certifications, training, or skills:

: _____

: _____

: _____

FAITH & MINISTRY EXPERIENCE (OPTIONAL)

Please describe any parish involvement, ministry experience, or formation relevant to this position:

: _____

: _____

: _____

Saint Francis Xavier Academy • Application for Employment

APPLICANT'S CERTIFICATION

I understand that all statements made in this application are true and complete. I authorize Saint Francis Xavier Academy to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions, and law enforcement agencies.

I release all of those persons, employers, references, academic institutions, and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications, or criminal record.

I understand that any false answers or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate dismissal should one be discovered after I am employed.

I understand that Federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity, and that failure to submit proof will result in denial of employment.

I understand that any offer of employment will be conditioned upon the successful completion of a Criminal Offender Record Information (CORI) check, Sex Offender Registry Information (SORI) check, and that suitability for employment will be determined by a fingerprint-based national criminal history check, as required by law.

I understand that nothing in this employment application, in the Academy's statements of personnel guidelines, or in my communication with any Academy employee or official is intended to create an employment contract. Employment is not guaranteed for a definite period of time, and some positions regarded as part-time and/or temporary are paid for actual hours worked and may not be entitled to all benefits offered to full-time positions.

There is nothing to keep me from fulfilling the duties of the job for which I have applied. I certify that I have reviewed the functions of the position I am applying for and that I am able to complete all of the essential duties of this position.

I understand that as a Catholic institution, Saint Francis Xavier Academy expects all employees to conduct themselves in a manner consistent with Catholic moral teaching and to support the mission and identity of the Academy.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Signature: _____ **Date:** _____

Print Name: _____

