

RAPID CITY CATHOLIC SCHOOL SYSTEM

300 Fairmont Blvd • Phone: (605)343-8484 • Fax: (605)343-1315

www.rccss.net

An Equal Opportunity Employer

APPLICATION FOR NON-CERTIFIED EMPLOYMENT

(Incomplete applications will not be considered.)

Please Type Clearly

Name _____ Date _____
(Last) (First) (Middle)

Present Address _____
(City) (State) (Zip)

Phone _____ Phone _____ Cell Phone _____
(Daytime) (Evening)

E-mail Address _____

Religious Preference _____ Religious Order (if applicable) _____

FOR POSITION OF

(Please be specific)

Please indicate in which school you are seeking employment:

St. Thomas More High School St. Elizabeth Seton Elementary/Middle School

EDUCATION AND TRAINING ("See Resume" is not sufficient)

| Please List the Name & Address of Each School Attended | Subjects or Courses Studied | Type of Diploma or Degree Earned | Grad. Yes/No | Total Years Attended |
|--|-----------------------------|----------------------------------|--------------|----------------------|
| High School | | | | |
| Technical School | | | | |
| College/University Work | | | | |
| Graduate Work | | | | |
| Other | | | | |

EMPLOYMENT RECORD

In chronological order, beginning with your most recent or present employer, please list your employment experience. Include any job-related military service assignments and volunteer activities.

| | | | | |
|-------------------------------|-------------|-----------------------|------|-----------------|
| Present or Last Employer Name | | Dates Employed | | Describe Duties |
| Address | | From: | To: | |
| Telephone Number(s) | | Length of Employment: | | |
| Job Title: | Supervisor: | Hourly Wage/Salary | | |
| | | Start: | End: | |
| Reason for Leaving: | | | | |
| Second Previous Employer Name | | Dates Employed | | Describe Duties |
| Address | | From: | To: | |
| Telephone Number(s) | | Length of Employment: | | |
| Job Title: | Supervisor: | Hourly Rate/Salary | | |
| | | Start: | End: | |
| Reason for Leaving: | | | | |
| Third Previous Employer Name | | Dates Employed | | Describe Duties |
| Address | | From: | To: | |
| Telephone Number(s) | | Length of Employment: | | |
| Job Title: | Supervisor: | Hourly Rate/Salary | | |
| | | Start: | End: | |
| Reason for Leaving: | | | | |
| Fourth Previous Employer Name | | Dates Employed | | Describe Duties |
| Address | | From: | To: | |
| Telephone Number(s) | | Length of Employment: | | |
| Job Title: | Supervisor: | Hourly Rate/Salary | | |
| | | Start: | End: | |
| Reason for Leaving: | | | | |

REFERENCES:

(These should be persons familiar with your **professional work**.)

1. _____
 Name Title Address Telephone number(s)
2. _____
 Name Title Address Telephone number(s)
3. _____
 Name Title Address Telephone number(s)

May we contact the employers and references listed on this application? Yes No If "No," please indicate by name which ones you do not wish for us to contact. _____

***The Mission of the Rapid City Catholic School System is:
"Developing personal and academic excellence in the Catholic tradition."***

1. Are you able to perform the essential tasks of the job for which you are applying? No Yes
2. Have you ever been convicted (including suspended imposition of sentence) or entered a plea of nolo contendere or "no contest" for any offense other than a minor traffic violation? (DUI & DWI convictions are not minor and must be reported.) No Yes

If you responded "Yes" to question #2 above, please attach a detailed explanation.

I understand any false statements or misrepresentation of facts are grounds for dismissal or removal of consideration for employment. I hereby certify that the information in this application is true and correct to the best of my knowledge and belief. I waive the right to hold liable those persons whose names appear on the application form. I authorize this organization, or its designated representative, to request and obtain any information in writing or orally from my previous employers and references; and I consent to the disclosure of any and all such information and release this organization and its employees, as well as my previous employers and references, from any claims or causes of action, damages, costs and expenses including attorney fees, including but not limited to, defamation of character, slander, libel, or invasion of privacy, which might arise from responding to a reference inquiry. I understand that any offer of employment is contingent upon acceptable results of a background check, including a test for the presence of alcohol or drugs.

Applicant's Signature

Date

The Rapid City Catholic School System does not discriminate in its employment policies, or in its educational programs, on the basis of race, color, creed, age, gender, citizenship, disability, national origin, or ancestry.

For office use only:

- | | | |
|--|--|---|
| <input type="checkbox"/> Employee Physical Form Complete | <input type="checkbox"/> Fingerprinting Complete | <input type="checkbox"/> Background Check Received |
| <input type="checkbox"/> I-9 Form Complete | <input type="checkbox"/> W-4 Complete | <input type="checkbox"/> Copy of Driver's License & SS Card |