

# PALMA SCHOOL

KNOWLEDGE • SERVICE • LEADERSHIP

The Christian Brothers Institute of California, dba Palma School | 919 Iverson Street, Salinas, California 93901 | 831.422.6391 | palmaschool.org

## Application for Employment: Teacher

Position Desired \_\_\_\_\_

### PERSONAL INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Other Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Mobile Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Languages Spoken (other than English) \_\_\_\_\_

Religion \_\_\_\_\_ Are you a practicing Catholic?  Yes  No

Do you have knowledge of Catholic doctrine, and are you willing to teach in accordance with the Catholic doctrine and uphold teachings of the Catholic Church?  Yes  No

Do you understand that if you do not possess a valid California teaching credential or if you are not currently licensed by another California agency that requires a criminal record summary, California law states that you must undergo a criminal record summary?  Yes  No

If you have ever been employed by the Diocese of Monterey, please state in what capacity \_\_\_\_\_

### CREDENTIAL INFORMATION

If you do not currently hold a valid teaching credential, through which college or university have you applied?

College or University \_\_\_\_\_ Date Applied \_\_\_\_\_

Tests you have passed:  CBEST  MSAT  CPACE  CSET  CTCL  PRAXIS/SSAT  RICA  Other \_\_\_\_\_

Programs you are in:  Intern  Pre-Intern  BTSA

Authorization(s) to teach English learners held:  BCLAD/Bilingual Authorization  CLAD/English Learner Authorization  
 BCC  LDS  ELD/SDAIE  Other \_\_\_\_\_

Extracurricular activities that you are qualified to direct or coach \_\_\_\_\_

# RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

Name of High School \_\_\_\_\_ Highest Grade Completed \_\_\_\_\_  Graduated  GED

1. Name of College/University/School \_\_\_\_\_ Major/Field of Study \_\_\_\_\_

Semester Units \_\_\_\_\_ Quarter Units \_\_\_\_\_ Degree Awarded \_\_\_\_\_

2. Name of College/University/School \_\_\_\_\_ Major/Field of Study \_\_\_\_\_

Semester Units \_\_\_\_\_ Quarter Units \_\_\_\_\_ Degree Awarded \_\_\_\_\_

3. Name of College/University/School \_\_\_\_\_ Major/Field of Study \_\_\_\_\_

Semester Units \_\_\_\_\_ Quarter Units \_\_\_\_\_ Degree Awarded \_\_\_\_\_

4. Name of College/University/School \_\_\_\_\_ Major/Field of Study \_\_\_\_\_

Semester Units \_\_\_\_\_ Quarter Units \_\_\_\_\_ Degree Awarded \_\_\_\_\_

## RECORD OF WORK EXPERIENCE *List most current employment first*

1. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Current Employer  Please do not contact

Address \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Your Job Title \_\_\_\_\_ Hours/Week \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Your Job Title \_\_\_\_\_ Hours/Week \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## RECORD OF WORK EXPERIENCE *continued*

3. Employer	From	To
Address		
Name of Immediate Supervisor	Telephone	
Your Job Title	Hours/Week	
Job Duties		
Reason for Leaving		

## PROFESSIONAL REFERENCES

1. Name	Job Title
Organization/Company	
Telephone	Email
2. Name	Job Title
Organization/Company	
Telephone	Email
3. Name	Job Title
Organization/Company	
Telephone	Email

## ATTACHMENTS

Please include a separate cover letter and current resume with this application.

## LEGAL INFORMATION

The following information is **REQUIRED** for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent crimes.

### EXPLAIN ALL "YES" ANSWERS BELOW THE QUESTION

1. Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury, or a conviction that has been judicially dismissed or ordered sealed, including "expungement" granted pursuant to Penal Code section 1203.4. (Note: exclude convictions related to the use of marijuana that are over two years old.)  Yes  No

If yes, list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction and enumerated in California Penal Code sections 667.6(c) and 1192.7(c).

---

California Labor Code section 432.8 prohibition on asking about marijuana convictions does not apply to Health and Safety Code section 11359 (possession of marijuana for sale) and Health and Safety Code section 11378 (possession of a specific controlled substance). These convictions must be disclosed.

2. Have you ever been dismissed or asked to resign from any position?  Yes  No If yes, please explain below
- 
- 

3. If you need a reasonable accommodation to participate in the hiring process, you will be provided with one upon notice.
- 

4. My submission of this online application authorizes The Christian Brothers Institute of California, dba Palma School to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references and other appropriate sources. I waive my right of access to any such information and without limitation hereby release to The Christian Brothers Institute of California, dba Palma School from any liability in connection with its release or use. I waive my right of access to any such information, and without limitation hereby release The Christian Brothers Institute of California, dba Palma School (except in relation to prior contractual agreements, public policy, legal/labor/education code, former employers and their agents or employees, as provided by law) from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me. Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with The Christian Brothers Institute of California, dba Palma School.

Signature

Date

---