

# Application for Before/After School Program Employees

**For \_\_\_\_\_ School**

Please print or type

List three professional references on back (supervisors)

Name \_\_\_\_\_  
Last First MI (Title – religious order)

Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Cell phone / email \_\_\_\_\_

Before/After School Program Position for which you are applying:

Staff \_\_\_\_ Aide \_\_\_\_ Substitute Staff \_\_\_\_ Full-time \_\_\_\_ Part-time \_\_\_\_

Date available for employment \_\_\_\_\_ Hours available for employment \_\_\_\_\_

**Highest Education**

School Address	Diploma (GED) or Degree (BA, BS, MS, Ph. D. etc.) and Major	Dates From	To

List certifications (CPR, First Aid, Child Care):

**Previous job experience** (Attach separate sheet or resume if additional space is required.):

School or Company & Address	Supervisor/Principal Phone #	Position	Dates (Mo/Day/Year) From To	Reason for Leaving

Are you legally eligible for employment in the United States?

Yes \_\_\_\_ No \_\_\_\_ If no, explain \_\_\_\_\_

Have you been discharged or disciplined by an employer for theft, sexual harassment, disruptive behavior, using or possession of a weapon on school or company premises and / or using drugs or illegal substances?

Check one ✓ : \_\_\_\_ Yes \_\_\_\_ No

Have you ever plead guilty or *nolo contendere* (no contest) to or been convicted of a felony or misdemeanor involving moral turpitude, regardless of the disposition?

(A crime of moral turpitude is one involving dishonesty, misrepresentation, deliberate violence, or contrary to good morals. Conviction is the adjudication of guilt or the assessment of probation or community service for violation of the Penal Code. Deferred adjudication is deferral of further proceedings and adjudication of guilt by the Court after receiving a plea of guilty or *nolo contendere* by the Defendant.)

Check one ✓ : \_\_\_Yes \_\_\_No

If you answered yes to either of the above questions, describe in full on a separate sheet.

**The Virtus (Protecting God’s Children) Program is required for employment in the Catholic Schools of the Archdiocese of Galveston-Houston.**

Have you attended Virtus training within the Archdiocese of Galveston-Houston? \_\_\_\_\_Yes\_\_\_\_\_ No

If “Yes” give date and location: Date: \_\_\_\_\_

Location: \_\_\_\_\_

**Complete and submit the Criminal Background Check Authorization form to the Catholic Schools Office of the Archdiocese of Galveston-Houston to obtain personal background information including criminal history from the Texas Department of Public Safety or other governmental agencies. Clearance will be required for the validation of employment with the Catholic school.**

List professional references (supervisors of paid or volunteer positions):

Name and Title	Organization or School & Address	Phone Number

I hereby give Catholic Schools of the Archdiocese of Galveston-Houston permission to make inquiries of references and former employers concerning my general character and professional performance. I further agree that the information will not be disclosed to me but will be treated as confidential.

I hereby certify that all information given on this application is true, complete and correct, and I authorize investigation of all statements herein recorded.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date