



Aberdeen Catholic School System

1400 N. Dakota St.
Aberdeen, SD 57401
Phone: 605-226-2100
Fax: 605-226-0616

Aberdeen Catholic School System (ACSS) is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, sex, disability, or veteran's status. ACSS does reserve the right to employ those who can best advance its Catholic mission. As a condition of employment, all applicants will be subject to a legal verification of criminal history, work history, and reference information. All offers of employment are contingent upon verification of all data contained either throughout this application or obtained through the interview process. ACSS also provides "reasonable accommodations" to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local laws. Please inform the receptionist in advance of any accommodations you may need to participate in our application process.

ACSS Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Position Applied for: _____

Type of employment seeking FT PT

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Within the last ten years have you ever been discharged from any position? YES NO

If yes, please explain: _____

For Substitute Teacher Applicants

Do you have a teaching certificate? _____ State issued: _____ **Please attach a certificate copy**

If certificate is pending, date of application: _____

Do you have substitute teaching experience or experience with children, if so, please list those here:

Substitute teaching preference: Preschool _____ KG-2 _____ 3-6 _____ 7-8 _____ 9-12 _____ Clerical _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Please list any special courses, seminars and/or training that you have completed related to the job for which you are applying: _____

References

Please list three personal references (e.g. pastor, character reference, etc)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Current & Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I authorize the Aberdeen Catholic School System to make any investigation of any personal, educational, vocational, or employment history. I further authorize any current or former employer, person, firm, corporation, educational or vocational institution or provide the Aberdeen Catholic School System with information they have regarding me. I hereby release and discharge the Aberdeen Catholic School System and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. References and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me. I understand that any offer of employment is conditional based on a complete criminal background check. I certify that my answers are true and complete to the best of my knowledge.

I HAVE READ THE FOREGOING INSTRUCTIONS AND QUESTIONS AND MY ANSWERS ARE TRUE AND CORRECT. I HAVE NOT KNOWINGLY MISREPRESENTED OR WITHHELD ANY FACT OR CIRCUMSTANCE THAT WOULD, IF DISCLOSED, AFFECT MY APPLICATION UNFAVORABLY.

Signature: _____ Date: _____

(Office use only)

Received by _____ Date _____

Date Interviewed _____

Date Hired _____

Fingerprints completed _____

Bckgrd ck results received _____ Payroll forms received _____