



ST. MARY'S DOMINICAN HIGH SCHOOL STAFF APPLICANT QUESTIONNAIRE

Date: _____ Position: _____
Month Date Year

Name: _____
Last First Middle/Maiden

Religion: _____ Church Parish in which you reside: _____

Name of church you attend regularly: _____

Date Available for Position _____ Phone Number _____

e-mail _____

Thank you for expressing an interest in participating in the mission of St. Mary's Dominican High School. Your applicant file will consist of:

- 1) Resume with Personal and Professional References
- 2) Completed Applicant Questionnaire

What do you consider to be the mission of a Catholic school?

Please explain WHY you want to become a personnel member of St. Mary's Dominican High School? What strengths could you contribute to the mission of DHS? (See Mission Statement on p.3)

In what way does your lifestyle reflect Catholic values?

Describe work experiences or professional opportunities which have increased your skills and enriched your career.

In your opinion, what is the importance of professional development? Include your views about your personal career plan and goals.

What are the most important elements of positive self-management? Please describe in detail the ways that you manage your work.

Describe how you would handle problems/complaints, administrative feedback, suggestions, and supervisory comments.

Mission Statement of St. Mary's Dominican High School

St. Mary's Dominican High School, sponsored by the Dominican Sisters of Peace, is a Catholic college-preparatory program for young women rooted in the tradition of prayer, study, community, and service. With Jesus at its center, the Dominican community preaches the Word, radiates joy, advocates peace, promotes justice, seeks Truth, manifests Catholic values, and ministers to others.

St. Mary's Dominican High School is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, age, sex, disability, or national origin. St. Mary's Dominican High School complies with and follows the morals and teachings of the Roman Catholic Church. This non-discrimination policy applies to hiring, training, promoting, salaries, transfers, and working conditions.

Employee Representation, Acknowledgement, Authorization, Release and Hold Harmless

As an applicant for employment at St. Mary's Dominican High School, I represent that the information contained in the foregoing application is true and correct to the best of my knowledge and, further, acknowledge that any omission or misrepresentation of any information set forth in the application may result in the refusal of St. Mary's Dominican High School to offer me employment and/or to terminate my employment if employment is already offered and accepted.

I further authorize St. Mary's Dominican High School to make any investigation that it deems necessary in its sole discretion of my background and/or of the information contained in the foregoing application, including but not limited to the authorization of St. Mary's Dominican High School to review my personnel file from any previous employer and/or to receive verbal or written information from any previous employer as to my previous employment. My signature hereto authorizes any previous employer to release any background or employment information, whether it be verbal or written.

I further agree to release, defend, indemnify, and hold harmless St. Mary's Dominican High School, its directors, officers and employees and/or my previous employers and its/their employees from any cause or causes of action arising out of such review and investigation of my background and/or previous employment and/or release of any information, verbal or written, from my previous employers as to my previous employment.

Signature of Applicant: _____ Date: _____

In order to be considered active, your applicant file must consist of a resume with personal and professional references, criminal history check, completed applicant questionnaire, and transcripts from all colleges and universities attended. Your applicant file will be considered active for one year. You must contact St. Mary's Dominican High School in the spring of each year to keep your applicant file current.