

The School of Two Hearts

Employment Application

Please send hard copies of the following materials by June 25, 2020 to:

300 Wendel Ave
Buffalo, 14223

- Letter of Intent
- Resume
- Completed application
- Responses to this Application's questions on page 6
- Copy of Transcript(s) (For some courses, for example, involving Trades / Electives, *not required for hire*)
- Please provide three professional and / or academic references.
NOTE: Beginning teachers should include references from student teaching supervisor(s) and cooperating teacher(s) *if applicable*.
- Copy of Evaluation(s) (if applicable, *not required for hire*)
- Copy of Teaching License(s) / Certificate(s) (if applicable, *not required for hire*)

The School of Two Hearts is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, disability, or national origin.



Personal Information

Name: _____
First Middle Last

Address: _____
Street City State Zip Code

Home Phone: _____ Cell Phone: _____

Email Address: _____

Position Preference *(please check all that apply)*

- Part Time Full Time
 Elementary, K-6 Elementary SUBSTITUTE
 Secondary, 7-12* High School SUBSTITUTE

Please list all possible subject areas: _____

**(Grades 7-8 are elementary but teachers may teach some classes at the HS level.)*

Other Position: _____

Educational Experience

Name of College / Univ.	State	Field(s) of Study	Degree	Date(s) of Attendance		GPA
				From	To	



Experience

Student Teaching Experience *(if applicable)*

School: _____

Address: _____

Grade / Subject: _____ Date From: _____ Date To: _____

What is the most valuable lesson you learned from this experience? _____

Teaching Experience

Name of School / Organization	Position(s)	Total Years	Date(s) of Attendance		Supervisor (name / phone #)
			From	To	

Non-Teaching / Relevant Experience, *including Volunteer / Military (if not on Resume)*

Name of Organization	City/ County	State	Type of Work	Date(s) of Attendance		Supervisor (name / phone #)
				From	To	

Licensure / Certification *(not required for hire)*

Do you hold a New York State Teaching License? Yes NO Pending

Do you hold a valid teaching certificate in another state? Yes NO Pending



Background Information

If you answer yes to any of the following questions, please include an explanation on a separate sheet of paper.

- Yes NO Have you ever been suspended, dismissed, fired, or discharged from employment?
- Yes NO Have you ever had a teaching certificate suspended or revoked?
- Yes NO Have you ever been placed on an Action Plan?
- Yes NO Have you ever received a below standard rating? *(If you answered YES, include a copy of your last two evaluations.)*
- Yes NO Have you ever been asked to resign from a position of employment?
- Yes NO Have you ever been convicted of any violation of the law?
- Yes NO Have you ever been convicted of a felony?
- Yes NO Have you ever been the subject of investigation for sexual misconduct?
- Yes NO Are any criminal charges or proceedings pending against you?
- Yes NO Are you legally authorized to work in the United States?
- Yes NO If you served in the US Armed Forces, did you receive a dishonorable discharge? *(A dishonorable discharge is not an absolute bar to employment; other factors will affect the final employment decision.)*



Additional Questions

Please answer the following on a separate piece of paper.

1. Why do you want to teach at *The School of Two Hearts*?
2. Describe how your faith influences your life.
3. Describe an actual (or possible) scenario in which a student(s) exhibited inappropriate behavior and how you addressed it (or how you would address it).
4. Teachers impact their students in a variety of ways. Describe your anticipated impact on our students if you were to teach at *The School of Two Hearts*.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I also understand that I will be required to take an Oath to the Magisterium, which indicates that I am a practicing Catholic.

Signature: _____ Date: _____



Applicant Consent to Investigate and Disclose Data

I, _____ (*print name*), hereby grant permission to *The School of Two Hearts* to contact and investigate my former and current employers, and all other pertinent parties, including but not limited to educational institutions where I enrolled, to fully investigate my background.

My signature below authorizes the 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 convictions, driving record, previous employers and educational institutions, personal references, professional information, and without limitations hereby releases the school district and the reference source from any liability in connection with its release or use.

I hereby affirm that the information set forth in this application is complete, accurate and true to the best of my knowledge. I further affirm that I have read the completed application and have not withheld any information or response to any questions. I understand and agree that any misrepresentation or omission of fact on this application or during the interview process, regardless of when it is discovered, may result in the refusal of employment, or if I have already been employed, constitute cause for my immediate termination. References and personal information which became part of this record are to be regarded as confidential and will not be revealed to me.

I hereby indemnify, release and forever discharge and hold *The School of Two Hearts* and its officers, agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgment and legal fees arising out of or in connection with this investigation, the results, or any lawful use of the results or disclosure thereto.

I will be able, if hired, to certify that I am authorized to work in the United States of America and understand in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.

In the event that I am employed, I agree to conform to the School rules and regulations.

Pursuant to New York State Law, I agree to sign any additional forms of consent and/or to undergo any additional procedures required by either the school, NYSED, NYS DCJS or the FBI to effectuate a criminal record background check.

Signature: _____ Date: _____

Print Name: _____