

# Holy Trinity Catholic School

Michelle Schoenfelder, principal  
425 21<sup>st</sup> St SW  
Huron, SD 57350

Phone: (605) 352-9344

Fax: (605) 353-0889

Email: michelle.schoenfelder@k12.sd.us

Received by :

Date:

Date Interviewed:

(For Office Use Only)

## Holy Trinity Catholic School APPLICATION FOR EMPLOYMENT

(Complete all applicable information - Incomplete applications will not be considered)

Holy Trinity Catholic Schools (HTCS) is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, sex, disability, or veteran's status. HTCS 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 through this application or obtained through the interview process. HTCS 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.

### PERSONAL DATA

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

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

Phone: \_\_\_\_\_  
Home Cell

Have you ever applied for employment with us? ☐ Yes ☐ No If "Yes", Month/Year: \_\_\_\_\_ / \_\_\_\_\_

Position Desired: \_\_\_\_\_ Pay Expected: \_\_\_\_\_

When will you be available to begin work? \_\_\_\_\_

Religious Preference: \_\_\_\_\_ Parish: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? (Not including misdemeanor traffic infraction) Conviction of a crime does not bar you from employment. ☐ Yes ☐ No

If "Yes", Date: \_\_\_\_\_ Offense(s): \_\_\_\_\_

Within the last ten years have you ever been discharged or non-renewed from any position? ☐ Yes ☐ No

If Yes, please explain:

Position Applied For: (Check desired positions or list specific position(s))

- ☐ Office Staff
- ☐ Custodial/Maintenance
- ☐ Educational Support Staff
- ☐ Substitute Teacher

Type of Employment Desired:

- ☐ Full Time
- ☐ Part Time
- ☐ 10 Month
- ☐ 12 Month

☐ Other: \_\_\_\_\_

## EDUCATION:

| Education                    | Name, City, and State | Majors / Minors | No. of Years Finished | From/To | Did You Graduate? | Degree Or Diploma |
|------------------------------|-----------------------|-----------------|-----------------------|---------|-------------------|-------------------|
| High School or Equivalent    |                       |                 |                       | to      |                   |                   |
| College or Vocational School |                       |                 |                       | to      |                   |                   |
| College or Vocational School |                       |                 |                       | to      |                   |                   |
| Other                        |                       |                 |                       | to      |                   |                   |

**REFERENCES:** Include supervisor other than those listed in employment history (e.g. pastor, character reference, etc.)

| Name | Position/Company | Address | Phone Number |
|------|------------------|---------|--------------|
| 1)   |                  |         |              |
| 2)   |                  |         |              |
| 3)   |                  |         |              |

**PREVIOUS WORK EXPERIENCE:** List current and former employers beginning with the most recent.  
Account for any gaps in your employment on a separate sheet of paper

**Company Name:** \_\_\_\_\_

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

Job Title: \_\_\_\_\_ No. Employees Supervised: \_\_\_\_\_

Dates Employed (Mo/Day/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Salary/Rate: \$ \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? ☐ Yes ☐ No If No, Reason: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

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

Job Title: \_\_\_\_\_ No. Employees Supervised: \_\_\_\_\_

Dates Employed (Mo/Day/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Salary/Rate: \$ \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? ☐ Yes ☐ No If No, Reason: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

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

Job Title: \_\_\_\_\_ No. Employees Supervised: \_\_\_\_\_

Dates Employed (Mo/Day/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Salary/Rate: \$ \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? ☐ Yes ☐ No If No, Reason: \_\_\_\_\_

## **ADDITIONAL QUESTIONS:**

Please tell us about your experiences with elementary (Preschool – 6<sup>th</sup> grade) children:

Please tell us about your computer skills:

Please add any information about yourself that you feel would be of benefit to your application:

## **SIGNATURE AND AUTHORIZATION**

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 OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_