



Mater Dei High School
1202 West Edinger Avenue
Santa Ana, California 92707-2191
714 / 754-7711

PERSONNEL

MAINTENANCE APPLICATION

Please clearly print all information

Mr.
Name: Ms. _____
Mrs. Last First MI (Maiden)

Address: _____
Street

City State Zip Telephone # () _____
Cell # () _____

Social Security #: _____

U.S. Citizen?: Yes No Bilingual?: Yes No - Languages _____

Religion: _____

If Catholic, are you practicing? Yes No If yes, what parish? _____

Military Service

Veteran: Yes No If yes, service unit: _____

Capacity in which you served: _____ Date of Discharge: _____

If employed, can you show proof of employment authorization entitling you to work in the United States? Failure to do so will result in immediate dismissal. Yes No

Position Desired: _____ Salary Expected: _____

Date of availability, if selected for employment: _____

Why do you wish to be employed at Mater Dei High School? _____

EMPLOYMENT HISTORY

List past employer beginning with the most recent position:

Employer I: _____

Address: _____
 Street City State Zip Telephone # () _____

Period of Employment: _____

Describe Responsibilities: _____

Salary: _____ Reason for termination: _____

Employer II: _____

Address: _____
 Street City State Zip Telephone # () _____

Period of Employment: _____

Describe Responsibilities: _____

Salary: _____ Reason for termination: _____

Employer III: _____

Address: _____
 Street City State Zip Telephone # () _____

Period of Employment: _____

Describe Responsibilities: _____

Salary: _____ Reason for termination: _____

May we contact the employers listed above? Yes No

If not, please indicate by number the employer(s) you do not wish us to contact: _____

RECORD OF EDUCATION

High School: _____

City, State: _____ Did you graduate? _____

Trade School: _____

City, State: _____ Certificate received: _____

College/University: _____

City, State: _____ Degree received: _____

Circle number of years completed: 1 2 3 4

SPECIAL SKILLS

Please check all areas in which you are skilled:

- | | | | |
|---|---|---|-------------------------------------|
| <input type="checkbox"/> Automotive Mechanics | <input type="checkbox"/> Carpentry | <input type="checkbox"/> Cement Masonry | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Painting | <input type="checkbox"/> Plaster Work | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Tile Work (ceramic) | <input type="checkbox"/> Tile Work (flooring) | | <input type="checkbox"/> Roofing |

Other skills, qualifications, experience which may be helpful in the position for which you are applying:

REFERENCES

Name	Position	Phone #
Name	Position	Phone #
Name	Position	Phone #

- Do you have any condition, physical or mental, which could affect your ability to perform your position? Yes No
If yes, please explain: _____
- Have you ever been convicted of a felony or a misdemeanor? Yes No
If yes, date: _____ Please explain: _____
- Have you ever been suspended, dismissed or asked to resign a position? Yes No
If yes, please explain: _____
- Have you ever been discharged, other than honorably, from military service?
 Yes No

READ CAREFULLY BEFORE SIGNING:

- I understand that any false statements or omissions of information will be sufficient cause for discharge, if employed.
- I authorize all schools which I attended and all previous employers to furnish Mater Dei High School my record, reason for leaving, and all information they may have concerning me. I also authorize investigation of all statements in this application.
- In consideration of my employment, I agree to conform to the rules and regulations of Mater Dei High School and the Diocese of Orange, Department of Catholic Schools, and my employment and compensation can be terminated at any time, at the option of the School, Diocese or myself.
- I understand that no representative of the School or the Diocese has the authority to enter into any agreement contrary to the foregoing.

Date: _____ Signature: _____



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As part of the pre-employment agreement, a drug test is required. Arrangements will be made by the school at no cost to the applicant. Your signature below will confirm your agreement with this requirement.

Signature

Date