



Paterson Diocesan Schools
777 Valley Road, Clifton, NJ 07013
973-777-8818, Ext 251



Academy of St. James of the Marches
Director of Advancement and Enrollment Management Application Form

School/s applying for:	Date:
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Personal Information

Last Name:		First Name:		Mid:
Home Address:		City:	State:	Zip:
Home Phone:	Work Phone:		Cell Phone:	
E-Mail address:				
Religious Affiliation:		Practicing Catholic?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parish:		Location:		
Visa Policy Statement: To be eligible for employment with a Paterson Diocese School a person must be a U.S. citizen or possess current authorization to work in the United States. Do you understand this policy?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally authorized to work in the United States?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you now, or in the future require sponsorship for employment visa status (e.g., H1-B visa status)?				<input type="checkbox"/> Yes <input type="checkbox"/> No

Pre-Employment Inquiry

How were you referred to the Paterson Diocesan Schools?		
Newspaper (source):	Website:	Other:
Have you previously applied for a position at a Paterson Diocesan School?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Which School:	When:	
Have you previously been employed by the Paterson Diocese, or any of its parishes, agencies, or schools?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Where:	When:	
Are you currently employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, may we contact your current employer?	Phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Post Secondary Education and Training

COLLEGE/UNIVERSITY ATTENDED

Undergraduate School Name:		Dates Attended:	Graduation Year:
City/State:	Degree:	Major:	Minor:
Graduate School Name:		Dates Attended:	Graduation Year:
City/State:	Degree:	Major:	Minor:
Post Graduate School Name:		Dates Attended:	Graduation Year:
City/State:	Degree:	Major:	Minor:
Business/Trade School Name:		Dates Attended:	Graduation Year:
City/State:	Degree:	Major:	Minor:

Have you attended a Safe Environment Training (SET) Session?		Yes	No
SET Location:	SET Date:		

Professional Experience

(If you have had teaching experience, name all principals under whom you have taught. If you served as a prior Director of Advancement and Enrollment Management, list the names of employers (e.g. pastors, presidents). List most recent experience first)

Dates	Institution	Location	Grade/Subject/Position	Salary	Principal*	Phone

List academic honors, special recognition, or outstanding professional achievements in your professional experience.

Are you under contract for the next school year?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Salary Expectation:	\$		

The Paterson Diocesan Schools do not discriminate on the basis of race, color, age, religion, sex, sexual orientation, marital status, gender identity, national origin, legally protected physical or mental disability, citizenship status, status as a victim of domestic violence, status in the uniformed services of the United States, status as a disabled veteran or on any other basis which is protected under applicable law.

References *(One of the references **must** be your current pastor)*

	Name	Position	Years Acquainted	Telephone number
1				
2				
3				
4				

"What makes the Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the Gospel spirit of freedom and love...It tries to relate all of human culture to the goodness of salvation so that the light of faith will illumine everything that the students will gradually come to learn about the world, about life, and about the human person." (Second Vatican Council, Declaration on Christian Education)

Schools in the Diocese of Paterson advocate and promote a Catholic philosophy of life, attempt to create a Catholic atmosphere in the schools, and teach a Catholic value system. All personnel are expected to participate in creating and maintaining a Catholic atmosphere and in promoting Catholic values.

Are you willing to accept these expectations and do you feel capable of functioning effectively in this situation?

Please check: **Yes** **No**

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Applicant's Authorization (Read carefully before signing)

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal and otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I understand that investigative background inquiries will be made about me – in any state or local jurisdiction. These inquiries may include information regarding work habits, performance and experience along with dates of employment and reasons for termination of past employment from previous employers. Further, I understand that you may be requesting information from various federal, State and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I acknowledge that an understanding of and adherence to official Roman Catholic teaching and doctrine are essential to any ministerial, teaching, leadership or administrative position. Accordingly, these positions may only be open to a practicing member of the Catholic Church. I fully recognize and accept this fundamental principle and agree to be bound by it. I also understand and agree that if I am offered a contract of employment, it will be subject to immediate termination if I deviate from this principle in my conduct, lifestyle or communication.

I authorize, without reservation, any agency contacted by this employer to furnish the above mentioned information and hereby consent to your obtaining the above information.

I further understand and agree that any offer of employment extended to me is contingent upon my passing a background check. I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that falsified or omitted statements on this application shall be grounds for denying employment or dismissal, if employed.

Please note that application documents are gathered for the exclusive use of the Catholic Schools Office of the Catholic Diocese of Paterson and principals of the schools in the diocese. Copies of this application and its supporting documents (transcripts and letters of recommendation) will be sent to any principal in the diocese who requests them for the purpose of considering the applicant for a position. Neither the application nor the supporting documents will be sent to anyone else, even at the applicant's request.

No application will be considered active unless it is complete and all required documents have been received. Neither completion of the application process nor consideration for a position by any principal is a guarantee of or a commitment to employment.

Signature:

Date:

When submitted electronically, in lieu of a signature on the application, the candidate may type his or her name in the appropriate place.

Include a resume with your application materials.

Please save all required documentation [application, resume, transcripts] in Microsoft Word (.doc, .docx) or PDF format, and submit as email attachments in a single email to ASJDAEsearch@patdioschools.org

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