




ST. MARY ACADEMY  BayView

3070 Pawtucket Avenue, Riverside, RI 02915

Telephone: 401.434.0113

**EMPLOYMENT APPLICATION FOR NON-TEACHING PERSONNEL**

**AN EQUAL OPPORTUNITY EMPLOYER**

-  We are an equal opportunity employer and do not unlawfully discriminate against any applicant because of race, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, genetic information, or any other class protected by federal or state law.
-  St. Mary Academy - Bay View is subject to the provisions of the Rhode Island Workers' Compensation Act.
-  St. Mary Academy - Bay View is a smoke free workplace.

**PERSONAL INFORMATION**

NAME \_\_\_\_\_

OTHER NAME UNDER WHICH EMPLOYMENT/ACADEMIC RECORDS MAY BE LISTED \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
(NUMBER) (STREET) WORK PHONE \_\_\_\_\_  
(CITY) (STATE) (ZIP) CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ ELIGIBLE TO WORK IN THE UNITED STATES? \_\_\_\_\_

POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_

SALARY RANGE DESIRED \_\_\_\_\_

RELIGION \_\_\_\_\_ PASTOR \_\_\_\_\_

PARISH \_\_\_\_\_ CITY/STATE \_\_\_\_\_

**EDUCATION** *(Please complete or attach resume)*

COLLEGE/UNIVERSITY LOCATION DATES OF ATTENDANCE DEGREE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HIGH SCHOOL LOCATION DATES OF ATTENDANCE YEAR OF GRADUATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LIST PLACES OF EMPLOYMENT**

NAME OF EMPLOYER POSITION DATES SALARY SUPERVISOR'S NAME & CONTACT INFO.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**REFERENCES**

NAME	POSITION	EMAIL	PHONE

**RELEASE FOR CONTACTING REFERENCES**

I hereby authorize St. Mary Academy - Bay View to contact any of the above references. I further authorize such references to release any information concerning me as they deem appropriate. I release and forever discharge St. Mary Academy - Bay View, its agents or employees, and the above named references, their agents or employees, from any and all liability, suits or causes of action arising in any manner from St. Mary Academy - Bay View contacting such references. ***I understand that this Release prevents me from instituting any claim, lawsuit or other legal action based on any information any reference provides St. Mary Academy - Bay View.***

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**BY LAW, PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED OF ALL APPLICANTS WITHIN 72 HOURS OF COMMENCEMENT OF EMPLOYMENT.**

**EMPLOYMENT DESIRED**

Position(s) applied for: \_\_\_\_\_

Salary desired: \_\_\_\_\_

Are you employed now? Yes  No

If so, may we inquire of your present employer? Yes  No

Have you ever filed an application with St. Mary Academy - Bay View before? Yes  No

If so when? \_\_\_\_\_

Have you ever been employed by St. Mary Academy - Bay View before? Yes  No

If so when? \_\_\_\_\_

What Position? \_\_\_\_\_

Can you perform the essential functions of the job with or without reasonable accommodation? Yes  No

Will you be able to meet the scheduling requirements of the job? Yes  No

Are you applying to work:  Full-Time  Part-Time  Temporary  
 Days  Evenings

Dates available for work: \_\_\_\_\_ Total hours available: \_\_\_\_\_

Will you work overtime if necessary? Yes  No  If yes, how many hours per week? \_\_\_\_\_

**ON A SEPARATE PAGE, PLEASE WRITE A PARAGRAPH EXPLAINING YOUR REASON FOR INTEREST IN EMPLOYMENT WITH ST. MARY ACADEMY – BAY VIEW AND BRIEFLY DESCRIBE THREE ELEMENTS OF YOUR SPIRITUALITY.**

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

**Are you willing to accept these expectations and do you feel capable of functioning effectively in this situation?** Yes  No

Because of the religious nature of Catholic schools, in all cases, the lifestyle, philosophy and beliefs of an applicant will be considered and are expected to be consistent with the teachings and beliefs of the Catholic Church. In addition, all Catholic applicants are expected to be in good standing with the Church.

In employment practices, Catholic schools within the Diocese of Providence do not discriminate on the basis of sex, race, color, nationality or ethnic origin, disabilities, age or ancestry.

Please note that application documents are gathered for the exclusive use of St. Mary Academy – Bay View. Neither the application for 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 a completion of the application process nor consideration for a position by the President of the school is a guarantee of or a commitment to employment.

**NOTICE TO APPLICANT**

**THE FOLLOWING SECTION CONTAINS IMPORTANT INFORMATION REGARDING YOUR LEGAL RIGHTS AND CONTAINS IMPORTANT CERTIFICATIONS AND RELEASES OF LIABILITY. PLEASE READ IT CAREFULLY BEFORE SIGNING.**

It is unlawful in Rhode Island to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Upon termination, I authorize St. Mary Academy - Bay View to provide information to my prospective employers regarding my employment history and performance and hereby release St. Mary Academy - Bay View and any person employed by it or associated with it from all liability in connection with the provision of such information.

I understand that, if hired, I shall be employed "at will" and that nothing contained in St. Mary Academy - Bay View's employment application, personnel policies or other written documents, nor any oral statements made to me by St. Mary Academy - Bay View's representatives in connection with my application for employment or at any other time, shall constitute an express or implied employment contract. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time with or without notice or cause.

I certify that the facts contained in this Application are true and complete to the best of my knowledge and understand that, if employed, falsified, omitted, or misrepresented statements on this Application may constitute grounds for dismissal.

By signing below, I acknowledge that I have read, understood and voluntarily agree to the above.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**