



Bishop Guertin HIGH SCHOOL

Brothers of the Sacred Heart

194 Lund Rd., Nashua, NH, 03060

EMPLOYMENT APPLICATION

Kindly complete this application and send with a cover letter and resume to Bishop Guertin High School.
Incomplete applications will not be considered.

CONTACT INFORMATION

Check applicable title: Dr. _____ Mr. _____ Mrs. _____ Ms. _____ Rev. _____ Sr. _____ Bro: _____

Last Name First Name Middle Name

Present Street Address

City State Zip

E-Mail Address

Primary Phone Home _____ Work _____ Mobile _____

Alternate Phone Home _____ Work _____ Mobile _____

Please indicate the specific position for which you are applying

Please indicate salary expectations: _____ When are you available to begin employment? _____

EDUCATION

Undergraduate School: _____

Undergraduate Studies: Major field: _____ Minor Field: _____

Undergraduate degree earned: _____ Date: _____

1. GRADUATE EDUCATION

Graduate School: _____

Degree earned: _____ Date: _____ Number of credits: _____

Area of Graduate concentration: _____

2. GRADUATE EDUCATION

Graduate School: _____

Degree earned: _____ Date: _____ Number of credits: _____

Area of Graduate concentration: _____

Please include another sheet for additional graduate studies:

PROFESSIONAL EXPERIENCE

(Begin with most recent position. Attach additional pages if necessary)

1.

_____ From: _____ To: _____
Job Title and dates

Name of Employer /School Address of Employer

Name of Supervisor Title of Supervisor Phone Number of Supervisor

Reason for Leaving

Description of Duties

2.

_____ From: _____ To: _____
Job Title and dates

Name of Employer /School Address of Employer

Name of Supervisor Title of Supervisor Phone Number of Supervisor

Reason for Leaving

Description of Duties

Professional Experience, continued

3.

_____ From: _____ To: _____
Job Title and dates

Name of Employer/School Address of Employer

Name of Supervisor Title of Supervisor Phone Number of Supervisor

Reason for Leaving

Description of Duties

**Please use an additional sheet for additional professional educational employment,
and all non-educational employment.**

Other Qualifications

College activities engaged in, any honors received before or since graduation; extracurricular work; and additional information, experience, and interests that enhance your candidacy for a teaching position may be included on an additional sheet.

May we contact your current employer at this time? Yes _____ No _____

Do you have teacher or educational administrator certification? Yes _____ No _____

State: _____ Type of Certification: _____

Certification number: _____ Expiration Date: _____

Have you ever had your teaching credential revoked in any state? _____

**Are you a Roman Catholic fully able to participate in the sacramental life of the Church?
Yes ___ No ___**

If you are a practicing Catholic, please list your parish and its location:

Parish: _____

Location: _____

Are you able to perform the specific job related functions in the job for which you are applying?
Yes ___ No ___

Are you legally able and authorized to work in the United States? Yes ___ No ___

BACKGROUND AND CRIMINAL RECORDS CHECK

All selected applicants for a teaching position with Bishop Guertin High School must undergo a criminal history record check by the New Hampshire State Police. Any offer of employment will be conditioned upon satisfactory results of the criminal history records check.

RELEASES AND AFFIDAVITS

- A Have you every been convicted of a crime (including driving while impaired or its equivalent but excluding minor motor vehicle offenses) that has not been annulled by a court of law? _____.
(Please note that a criminal conviction does not necessarily disqualify you from employment with the School).
If yes, explain:

- B Has your employment or volunteer service ever been terminated by any parish, agency, employer, or organization? _____.
If yes, please explain:

- C Have you ever been investigated by the New Hampshire Division for Children, Youth and Families (DCYF) or another child protection agency? _____.
If yes, please explain:

- D Have you ever committed, been accused of, or been convicted of physical or sexual abuse, neglect, harassment or sexual misconduct in any form? _____.
If yes, please explain:

- E Have your parental rights ever been terminated or have you ever been subject to any court order involving allegations of sexual, physical, or verbal abuse of a minor? _____.
If yes, please explain:

- F Have you ever been a priest, Deacon, or member of a Religious Institute? Yes _____ No _____
If yes, give name of Diocese or Religious Institute _____

REFERENCES

These should be professional references, one of whom must be a recent employer, who can attest to your qualifications for this position.

NAME	ADDRESS	(H) TEL. NO.	(W) TEL. NO.	OCCUPAT'N
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CERTIFICATIONS AND AUTHORIZATIONS

Please **initial each of the statements** below and **sign** where noted to indicate that you have read and understand the statements.

___ I certify that the above information is true and complete to the best of my knowledge and belief. I understand that any statement I have furnished which is shown to be false when made will be cause for disregard of this application or will be cause for my immediate dismissal if I have been hired.

___ I authorize Bishop Guertin High School to conduct any and all inquiries that it may deem necessary or advisable so to verify the information provided by me and/or so to supplement this information. I authorize Bishop Guertin High School to obtain records from the State of New Hampshire and my former employers concerning my work and personal history.

___ I authorize any former employer, or any other person, firm, corporation, credit agency or government agency to provide Bishop Guertin High School with any information concerning me. In addition, I release such employer, person, firm, corporation, credit agency or government agency from any previous agreement, verbal or written, which would prohibit the release of information pertinent to my application for employment within Bishop Guertin High School. I release and hold harmless Bishop Guertin High School and such providers of information about me from any liability that results from the furnishing and review of this information.

___ If I am hired, I also authorize Bishop Guertin High School to provide truthful information concerning my employment with Bishop Guertin High School to my future prospective employers, and I agree to hold it harmless for providing such information. I certify that the above information is true and complete to the best of my knowledge and belief. I understand that any statement I have furnished which is shown to be false when made will be cause for disregard of this application or will be cause for my immediate dismissal if I have been hired.

___ I understand that Bishop Guertin High School has established and enforces a Policy on Sexual Misconduct and that if hired, I am obligated to comply with this policy, specifically including, but not limited to, the reporting requirements for suspected sexual abuse of minors.

SIGNATURE OF APPLICANT

DATE OF APPLICATION

It is the policy of Bishop Guertin High School, Inc., to provide equal opportunities to all qualified persons without regard to race, age, color, sex, national origin, or disability.

Please submit this application, with cover letter and resume, by mail or email to:

Principal
Bishop Guertin High School
194 Lund Rd.
Nashua, NH 03060
Email: employment@bghs.org
Voice: 603-889-4107