



**EDGEWOOD**  
**HIGH SCHOOL**  
 BELIEVE • ACHIEVE

**Faculty Application**

DATE \_\_\_\_\_

POSITION(S) APPLYING FOR: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (DAYS) \_\_\_\_\_ (EVENINGS) \_\_\_\_\_

RELIGION \_\_\_\_\_ RELIGIOUS COMMUNITY/PARISH \_\_\_\_\_

HOW DID YOU HEAR ABOUT THIS POSITION? \_\_\_\_\_

PROFESSIONAL EXPERIENCE: (LIST IN ORDER OF MOST RECENT EXPERIENCE FIRST)

1. DATES \_\_\_\_\_ POSITION \_\_\_\_\_

EMPLOYER \_\_\_\_\_ LOCATION \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_

2. DATES \_\_\_\_\_ POSITION \_\_\_\_\_

EMPLOYER \_\_\_\_\_ LOCATION \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_

3. DATES \_\_\_\_\_ POSITION \_\_\_\_\_

EMPLOYER \_\_\_\_\_ LOCATION \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EDUCATION: (LIST IN ORDER OF MOST RECENT FIRST)

<u>DEGREE</u>	<u>YEAR</u>	<u>INSTITUTION</u>	<u>MAJOR</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VOLUNTEER, PARISH, OR COMMUNITY SERVICES:

<u>YEAR</u>	<u>PLACE</u>	<u>NATURE OF PARTICIPATION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER ADULT WORK EXPERIENCE: (LIST IN ORDER OF MOST RECENT EXPERIENCE FIRST)

1. DATES \_\_\_\_\_ POSITION \_\_\_\_\_  
EMPLOYER \_\_\_\_\_ LOCATION \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_
2. DATES \_\_\_\_\_ POSITION \_\_\_\_\_  
EMPLOYER \_\_\_\_\_ LOCATION \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_
3. DATES \_\_\_\_\_ POSITION \_\_\_\_\_  
EMPLOYER \_\_\_\_\_ LOCATION \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PROFESSIONAL REFERENCES:

1. NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
CURRENT POSITION \_\_\_\_\_  
NATURE/PLACE OF RELATIONSHIP \_\_\_\_\_
2. NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
CURRENT POSITION \_\_\_\_\_  
NATURE/PLACE OF RELATIONSHIP \_\_\_\_\_
3. NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
CURRENT POSITION \_\_\_\_\_  
NATURE/PLACE OF RELATIONSHIP \_\_\_\_\_

QUESTIONNAIRE - (PLEASE LIMIT YOUR ANSWERS TO THE SPACE PROVIDED)

1. WHAT IS YOUR UNDERSTANDING OF THE MISSION OF CATHOLIC EDUCATION? PLEASE HIGHLIGHT YOUR EXPERIENCE, IF ANY, IN CATHOLIC SCHOOLS.

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2. PLEASE DESCRIBE HOW YOUR BACKGROUND AND EXPERIENCE HAVE PREPARED YOU FOR THE POSITION(S) FOR WHICH YOU ARE APPLYING.

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3. RECENT EVIDENCE (LAST THREE YEARS) OF PROFESSIONAL GROWTH - WORKSHOPS ATTENDED AND/OR PRESENTED, ARTICLES PUBLISHED, OR OTHER EDUCATIONAL CONTRIBUTIONS:

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4. WHAT PARTICULAR TALENTS, EXPERIENCES OR ABILITIES THAT ARE NOT ALREADY HIGHLIGHTED IN THIS APPLICATION OR YOUR RESUME WOULD YOU BRING TO EDGEWOOD HIGH SCHOOL?

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5. Wisconsin's Fair Employment Act prohibits discrimination because of a prior criminal record or pending arrest unless the record or arrest substantially relates to the job duties of this position. The existence of a conviction record or pending arrest is not an automatic bar to employment and the information solicited will only be used if it is determined to be job related.

A. Have you ever been convicted of a felony, misdemeanor, or other offense (other than a routine traffic offense), been less than honorably discharged, or placed on probation, fined, imprisoned, or paroled by any law enforcement or military authority?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please submit a separate statement containing the following information for each such conviction:

- 1) Offense for which convicted.
- 2) Brief description of facts regarding offense for which convicted.
- 3) Date of conviction.
- 4) Applicant's age at time of conviction.
- 5) Name and (if known) address of convicting entity (court, law enforcement, or military authority).
- 6) If placed on probation or parole, name and address of supervising officer.
- 7) Extenuating circumstances, if any, regarding offense.
- 8) Subsequent efforts at rehabilitation and results of same.

B. Are there any criminal charges currently pending against you?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please submit a separate statement containing the following information for each such charge:

- 1) Identity of charge.
- 2) Name and (if known) address of charging entity.
- 3) Brief description of facts regarding offense for which charged.
- 4) Extenuating circumstances regarding offense.
- 5) Subsequent efforts at rehabilitation and results of same.

C. The following information is only solicited and will only be used to verify the above information with the State of Wisconsin.

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_

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DATE AVAILABLE: \_\_\_\_\_

PRESENT SALARY: \_\_\_\_\_ SALARY RANGE EXPECTED: \_\_\_\_\_

CERTIFICATION: \_\_\_\_\_

I certify that all information in this application is accurate and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts shall be sufficient cause for removal from consideration for employment or for dismissal after employment. I authorize the administration of Edgewood High School, Madison, Wisconsin to investigate, without liability, all statements contained in this application and hereby release such person, corporation, or other organization from any and all liability for providing such information. I also authorize listed employers and references without liability to make full response to any inquiries by the administration of this institution in connection with this application for employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN TO:** EDGEWOOD HIGH SCHOOL  
HUMAN RESOURCE MANAGER  
2219 MONROE STREET  
MADISON, WI 53711-1999

**To receive full consideration for this position, applicants must have the following items on file with Edgewood High School:** 1) this application 2) cover letter 3) resume 4) references 5) transcript 6) evident of teaching certification in Wisconsin (or certifiability) for teaching positions.