

ST. ANDREW SCHOOL TEACHER APPLICATION FORM
ST. ANDREW SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE
ON THE BASIS OF RACE, NATIONAL, OR ETHNIC BACKGROUND.

Please print this form out, fill in your answers, and mail it with all supporting materials to

*School Principal
St. Andrew School
PO Box 231
Helena, MT 59624
Or fax: 406-449-0129*

Today's Date: _____

Name: _____

Other names used, including any maiden name or prior married name:

Address: _____

Telephone: (W) _____ (H) _____

How long at this address:

Please list each address at which you have lived for the last seven years (use separate sheet if necessary):

All teachers at St. Andrew School are required, as part of their contract, to send their children to the school. Faculty will receive a tuition remuneration to cover the cost. Please indicate if there would be any impediments to following this policy:

Are you Catholic? Yes / No

Sacraments Received: _____

Parish You Currently Attend: _____

Current Employer: _____

Address: _____

Telephone: _____

May we contact your present employer at this time? Yes / No

Have you ever at any time, in the United States or abroad, been arrested, cited, indicted, charged, convicted, fined, imprisoned, jailed, placed in a deferred adjudication program, on probation or parole for any offense, including felonies, misdemeanors, or traffic offenses (including DUIs or DWIs)? Yes / No

Have you ever at any time, in the United States or abroad, received any pardon, amnesty, clemency, rehabilitation decree or other relief from the effect of any conviction or sentence? Yes / No

Have you ever taken a visible, public position which is contrary to the teachings of the Catholic Church? This could include, but not be limited to, the Church's teachings on the sanctity of life, the sacraments, and other doctrines. If unsure, please seek clarification. Yes / No

Please explain the circumstances on a separate paper if you circled "yes."

PLEASE ATTACH A RESUME WHICH INCLUDES THE FOLLOWING:

1. Formal Education
 - a. Post secondary institutions which you attended and the city and state where located;
 - b. dates during which you studied;
 - c. major/minor fields of study;
 - d. degree(s) conferred. Include a photocopy of any degree(s) and a certified copy of official transcripts for all educational institutions you have attended since high school graduation.
2. Teacher Training and/or experience
 - a. Teacher Training courses or workshops which you have taken, at what college/university or other institution, and the dates.
 - b. Dates and location of any student teaching experience you have had.
 - c. Graduate school teaching experience.
3. Other teaching experience, including parish RE programs and community seminars.
4. Work Experience: Include employer's name and address, a job description and dates of employment for each job you have held since your 18th birthday.

References: Give the names and addresses of at least two people who are not relatives whom we may contact for a character reference.

BACKGROUND CHECK: Please note that St. Andrew School will conduct any background check that St. Andrew School considers appropriate in relation to your application, including checking your references and also checking with appropriate law enforcement agencies.

If you are offered employment, St. Andrew School will also comply the requirements under § 274A of the Immigration and Nationality Act and 8 CFR part 274a to confirm that you are authorized to accept employment in the United States. You will be required to complete USCIS Form I-9 and present acceptable proof of your identity and of your right to accept employment.

St. Andrew School may deem any false statements you may make in completing this application, in submitting supporting documentation, and during any interview to be material to your application, and any false statements or false documentation may lead to a decision not to offer you employment or to terminate any employment that you may have already begun.

**WRITTEN RESPONSES
PLEASE USE SEPARATE SHEETS OF PAPER**

Before responding to the topics below, it would be helpful to visit the rest of these web pages.

- I. Please write a response to the [Mission Statement](#) of the school. You may use a word processor or write by hand.
- II. What do you believe are the marks of an effective teacher in light of what you understand about classical education. Please consider all aspects of the teaching profession. It might help to reflect on teachers you have had, the Mission Statement of the School, the Catholic faith, and ideas of your own. Please answer this in your own handwriting.