

Substitute Teacher

Since 1800, when St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France, Religious of the Society of the Sacred Heart and lay Sacred Heart educators have carried out her imperative of educational excellence. Today, the Network of Sacred Heart schools is an association of 25 Catholic schools across the United States and Canada, and nearly 150 schools internationally. Independent yet united in spirit and purpose, the international community of Schools of the Sacred Heart believes in educating the whole child and preparing her to live fully and wisely. At the core of Sacred Heart education, the Goals and Criteria are the principles that express the intentions and hopes of our 200-year tradition.

Carrollton's culture and identity are bound inextricably to the vision set forth in the Goals and Criteria of Sacred Heart Schools. These values form the moral compass that influences the choices made within our community. Learning to draw upon these values during their school days, Carrollton graduates become women of conviction, courage and confidence.

Interested candidates should complete an employment application and submit a cover letter and resume to the Upper school office.

Upper School: Lauren Vergara lvergara@carrollton.org



Application for Employment

Position(s) Applied For:			Date of Application		
Last Name		First Name		Middle Name	
Address		City		State	
				Zip Code	
Telephone Number(s)				Email Address	
Have you ever filed an application with us before? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give date _____					
Have you ever been employed with us before? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give date _____					
Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If a job is offered, will you be able to provide verification of your legal right to work for any employer in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Is there or has there been any investigation conducted or pending related to sexual misconduct, abuse or molestation with respect to any prior employment? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, or prosecution deferred? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes, please give date and details of each: _____					
Extracurricular activities you are willing to supervise or coach: _____					

Educational and Professional Training

School	Dates From To		Name and Location of Institution	Year Graduated	Degree or Diploma	Major Subject	Minor Subject
High School							
College or University							
College or University							
Other							

Please provide us with official transcripts for each college/university from which you received a degree.

Employment Experience

Please provide information concerning your work history by completing this section. List present or most recent job first. Military experience may be included if you obtained skills which would be helpful in the job for which you are applying (if more space is needed, write on a separate page). Please attach a resumé in addition to completing this form. Please provide explanation for any gaps in time in employment history. Please circle the name of any employer or supervisor whom you do not want contacted at this time.

Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor & Supervisor email			
Reason for Leaving				
Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor & Supervisor email			
Reason for Leaving				
Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor & Supervisor email			
Reason for Leaving				
Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor & Supervisor email			
Reason for Leaving				

Have you ever been terminated or asked to resign from employment? Yes ☐ No ☐

If yes, which employer and why? _____

Is there any additional information we should be aware of that if discovered while you were employed at Carrollton School of the Sacred Heart would reflect discredit upon Carrollton School of the Sacred Heart? Yes ☐ No ☐

If yes please describe:

Teaching or Employment References

Please give three references that are not related to you but were former or current employers or persons who could discuss your ability to succeed the position that you are applied for at Carrollton School of the Sacred Heart. Faculty applicants, please place an asterisk next to those who have seen you teach.

1			Email
	Name	Position	Phone #
	Address	City	State Zip
2			Email
	Name	Position	Phone #
	Address	City	State Zip
3			Email
	Name	Position	Phone #
	Address	City	State Zip

Applicant's Acknowledgment - Read Carefully Before Signing

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Carrollton School of the Sacred Heart to investigate any information, including, but not limited to, my employment history, educational background, credit history, driving record and record of criminal convictions that it believes is relevant to my employment application. I hereby release Carrollton School of the Sacred Heart and its agents of any liability arising there from. My former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from Carrollton School of the Sacred Heart. I hereby release Carrollton School of the Sacred Heart and its agents of any liability arising there from.

I understand that an offer of employment by Carrollton School of the Sacred Heart is contingent upon obtaining reference information learned through the above mentioned reference checks as well as upon the successful completion of a criminal history/background check. I understand that false information; omissions or misleading information or misrepresentations given in my application or during the interview process may result in a refusal to hire, or discharge in the event of employment.

I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that if employed, my employment will be at will. The School is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws.

I understand that if employed, I will be on a 90 day probationary period, and that termination for unsatisfactory performance during this period will not result in any School responsibility for unemployment benefits.

I have read and understand everything in this application.

Signature

Print Name

Date

Carrollton School of the Sacred Heart abides by all federal, state, and local laws pertaining to nondiscrimination and fair employment practices. The School is committed to employment and personnel policies and practices that provide equal opportunity to all qualified persons. We assure that there will be no unlawful discrimination against any individual on the grounds of race, color, age, religion, sex, sexual orientation, national origin, ancestry, veteran status, or handicap unrelated to performance of the position.