



# JESUIT HIGH SCHOOL

PORTLAND,  
OREGON

APPLICATION OF:

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POSITION APPLIED FOR:

**1.0 FTE MATH TEACHER**

DATE

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Application materials are to be emailed in one pdf document to:

Linda Pieratt, Registrar  
lpieratt@jesuitportland.org

Revised 6/23/16

## JESUIT HIGH SCHOOL APPLICANT INFORMATION SHEET

Please include the following with your completed application:

- I. Résumé
- II. Letter of Interest
- III. Three letters of recommendation
- IV. Transcripts
- V. Three references with current phone numbers and email addresses (must be different from letter writers)

The following is provided to help you submit the kind of information that will enhance the consideration of your application for a position with Jesuit High School. Your application will be considered as a confidential document; it will be reviewed only by those persons who have a direct part in the selection process.

- I. The initial screening for each application determines whether the application file is complete in all respects as outlined above. The application must be completed and all information received by the deadline stated in the vacancy announcement; failure to do so will eliminate an application from further consideration.
- II. Be certain to add to your application any information which may show added qualifications specifically related to the position you are seeking. Examples: extended travel or time spent in Spain in relation to a Spanish teaching position, or experience as a research chemist in private industry in relation to a chemistry teaching position. Note that applicants for Theology teaching positions, Campus Minister, Principal, or President must be practicing Roman Catholics.
- III. Applicants' files who have met the requirements outlined above will be screened by a committee designated by the Principal. Members of the committee may include administrators, teachers, and other staff members. Their function will be to review all of the information submitted by the applicants and to choose candidates who will be interviewed for the position.
- IV. All new employees will be subject to a federal fingerprint and background check, including references from three most recent employers. Failure to receive a report which is acceptable to the School will render the teacher's contract null and void. A written notice of the release of this contingency will be provided to the employee within ninety (90) days from the date of this contract. The contract is voidable at any time the School determines that the Teacher has submitted less than candid and complete information related to background and qualifications.
- V. Your application will be kept on file for one year. At the end of one year it will be destroyed unless you notify us of your desire to keep your application in active status. Should a vacancy occur during the school year, those applications in active status will be considered for that position. Additional applications may be sought at the discretion of the administration.

## GENERAL INFORMATION

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First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

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Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Emergency Name & Phone Number \_\_\_\_\_

Do you have any special conditions that would affect your ability to work in an educational setting?

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Have you ever been convicted for any offense? If yes, explain \_\_\_\_\_

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### Present Educational Assignment

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School where presently employed (if applicable) \_\_\_\_\_ Position \_\_\_\_\_

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Address \_\_\_\_\_

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Subject(s) taught, if applicable \_\_\_\_\_ Grade(s) \_\_\_\_\_

Reason(s) for leaving present position \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

Experience in working with young people in organized out-of-school programs

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Extra-curricular student activities in which you are presently involved

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## Professional Development

List major workshops, seminars, classes, internships, grants, etc., in which you have participated in the last five years which are not normally part of a degree program. (Do not include single meetings, conventions, etc.)

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## Co-curricular Activities

What activities are you prepared to commit to moderate or coach at Jesuit High School?

<input type="checkbox"/> Football	<input type="checkbox"/> Basketball	<input type="checkbox"/> Baseball	<input type="checkbox"/> Softball
<input type="checkbox"/> Soccer	<input type="checkbox"/> Tennis	<input type="checkbox"/> Track	<input type="checkbox"/> Cross Country
<input type="checkbox"/> Golf	<input type="checkbox"/> Swimming	<input type="checkbox"/> Skiing	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Service Clubs	<input type="checkbox"/> Model UN	<input type="checkbox"/> Lacrosse
<input type="checkbox"/> Christian Service	<input type="checkbox"/> Campus Ministry	<input type="checkbox"/> Robotics	<input type="checkbox"/> Mock Trial
<input type="checkbox"/> Coffeeshouse	<input type="checkbox"/> Science clubs	<input type="checkbox"/> Diversity programs	<input type="checkbox"/> Other (specify):

## References

Provide the name, email address, and telephone number of three persons (other than those who have written letters of recommendation) able to give information about your qualifications for the position for which you are applying.

Name:	Email address and telephone #:	Relationship:

Your answers to the following questions will provide us with information as to the ways you believe you can contribute to Jesuit High School. Use a separate sheet for your responses and attach it to this application.

1. Why do you want to work at Jesuit High School?
2. What do you consider your major strengths are as a teacher?
3. How do you feel you could contribute to a student's spiritual growth as outlined in the "Profile of the Jesuit High School Graduate" (found at: [www.jesuitportland.org/mission](http://www.jesuitportland.org/mission))?

I hereby state that all of the information contained in this application is accurate and complete.

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Signature

Date