



Faith, Family Spirit, Academic Excellence

**EARLY CHILDHOOD EDUCATION  
PRESCHOOL/DAYCARE  
APPLICATION REQUIREMENTS**

**ALL of the following information must be submitted to the Billings Catholic School Administration Office.**

**Check appropriate boxes on this page and return with the application information.**

- A completed employment application form
- Letter of intent and resume, **if applying for primary position**
- A copy of your certification(s), **if required for position**
- 3 Letters of recommendation
- A copy of your most recent college transcripts and/or certification(s), **if required for position**

**PLEASE RETURN TO:**

Billings Catholic Schools Administration Office  
215 North 31<sup>st</sup> St. Patrick's Co-Cathedral Fellowship Hall---second floor (hand delivery only)  
PO Box 31158, Billings, MT 59107 (mail only)



# Montana Catholic Schools Office

The Diocese of Helena & The Diocese of Great Falls-Billings

[www.diocesehelena.org](http://www.diocesehelena.org) ~ [www.dioceseofgfb.org](http://www.dioceseofgfb.org)

PO Box 4851 - Missoula, MT 59806



## Support Staff Employment Application

Position for Which You Are Applying: \_\_\_\_\_ Date: \_\_\_\_\_

### Application of: (Name)

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

\_\_\_\_\_  
Street City State Zip Code

\_\_\_\_\_  
Phone Email Social Security Number

Are you an active and participating member of a Catholic Parish?

No  Yes Parish \_\_\_\_\_ City: \_\_\_\_\_

### Academic Background / Preparation

College(s) (Undergraduate)	Dates Attended	Major	Minor	Earned Degree	Dates Granted	Cum GPA
Graduate School(s)	Dates Attended	Major Specialization	No of Credits	Earned Degree	Dates Granted	Cum GPA

# Related Professional Experience

List most recent experience first

Dates (Mo & Yr) From / To	Name and City of Employer	Title and Nature of Employed Position	Reason for Leaving	Annual Income
/				
/				
/				

## Personal and Professional References

May we contact past employers, including present employer for recommendations?  YES  NO

If NO, please explain \_\_\_\_\_

Provide as references, persons who are qualified to attest to your fitness for the position you seek. Include especially persons who will support your professional and your faith life.

<b>Name</b>		<b>Title</b>	<b>Organization</b>
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Telephone</b>	
<b>Name</b>		<b>Title</b>	<b>Organization</b>
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Telephone</b>	
<b>Name</b>		<b>Title</b>	<b>Organization</b>
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Telephone</b>	
<b>Name</b>		<b>Title</b>	<b>Organization</b>
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Telephone</b>	

# Personal and Professional Interests

Please indicate areas where you have interest and/or experience in work related fields as well as any areas of participation in work related innovations, membership in professional associations, or other such activities that enhance your qualifications for the job you seek.

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Please provide a statement explaining why you desire to work in a Catholic school.

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# Background Information / Release

**SINCE YOU ARE APPLYING FOR A POSITION THAT INVOLVES WORKING WITH AND AROUND CHILDREN, AS WELL AS POSSIBLY INVOLVE HANDLING MONEY AND/OR SCHOOL PROPERTY, PLEASE COMPLETE THE FOLLOWING SECTION:**

- 1) Have you ever been accused, charged, and/or convicted of any form of physical, sexual, or emotional abuse of a child?  
 YES                       NO
  
- 2) Have you ever had your volunteer services or employment terminated or ended with a forced resignation by any parish, school, or other institution?  
 YES                       NO
  
- 3) Have you ever been investigated, accused, or convicted of an offense that involves 1) any form violence against another person, 2) any use or possession of an illegal substance, or 3) management of money?  
 YES                       NO

**If you answered "YES" to any of these questions, please explain on a separate sheet of paper.**

**In order for the Catholic school to be able to process this application, please review and initial each of the statements below:**

I declare that all statements contained in this application are true and that any misrepresentation or omission may result in rejection of my application and/or termination of my employment at any time.	_____
I voluntarily authorize a criminal background check and personal / professional background and reference checks. The Diocese and/or Catholic school may contact personal or professional references, past and current employers, and any other individual or organization that might be relevant to the position for which I am applying — except for those specifically excluded in writing on this application. I hereby release all of these references, employers and other individuals/organizations from any and all liability for damages that might occur in connection with the processing of this application.	_____
I understand that if employed by the Catholic schools, I will comply with all rules and regulations set forth by the Catholic school and the Diocese and I will abide by all moral and religious teachings of the Roman Catholic Church. I will not engage in any lifestyle or personal conduct (public or private) that would be at variance with or contrary to the policies of the Catholic school or the Diocese, as well as the moral and religious teachings of the Roman Catholic Church.	_____
I have included or will include with this application, a copy of my academic records and/or transcripts from each college / university I have attended, a resume/vitae, and a copy of current and applicable licenses and/or certifications.	_____
My signature indicates that I have read all of the above statements, that I asked any questions I may have had, and that I fully understand all of these statements.	_____

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_