



St. Mary's Ryken High School

A Xaverian Brothers Sponsored School

22600 Camp Calvert Road

Leonardtown, MD 20650

301-475-2814 FAX 301-373-4195

Website: www.smrhs.org

Email: Human.Resources@smrhs.org

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name _____
Last First Middle

If you are married, give maiden name: _____ Religion _____

Address _____
Street City State Zip

Telephone _____ Email _____

Date of Application _____ SS# _____

Place of Birth _____
If not US Citizen, list Alien Reg. Number

Position desired: Full-time _____ Part-time _____

Substitute _____

List subjects you are prepared to teach in order of preference:

(1) _____ (2) _____ (3) _____

(4) _____ (5) _____ (6) _____

Do you hold any type of certification or teacher's license? Yes ___ No ___

Provisional: _____ Permanent: _____ State/s: _____

List area/s of certification: _____

Other type of position desired: _____

St. Mary's Ryken High School does not discriminate on the basis of race, color, age, sex, physical handicap, or national ethnic origins in our hiring practices.

EDUCATION

Give full information and dates. Please have forwarded to this office official transcripts showing degree/s received from college/s attended.

School Level	Name of School	City, State	Dates	Degree	Major
High School					
College/s					
Graduate					

TEACHER PREPARATION

Student Teaching: Grade Level: _____ Subject/s: _____

Schools: _____

Supervising Teacher: _____

TEACHING EXPERIENCE

(Use additional page if necessary) Include with this application a copy of your résumé which lists any additional work experience.

Dates of Service	School	Address	Grades or subjects taught	Salary	Reason for leaving

ADDITIONAL BACKGROUND

List any interests, qualifications, past achievements and experience outside the educational field. Also list present membership in professional societies, academic honors, scholarships or fellowships, and papers or books published. Give any other information that you consider would complete the picture of your background, qualifications and interests, such as: future educational plans, thesis or dissertation subject, extracurricular activities, non-scholastic honors, memberships, and the like.

PROFESSIONAL REFERENCES

Please give names of three persons who know of your success or probable success as a teacher (supervisor, principal, department head, etc.) Send enclosed Professional Reference Forms to persons listed here. Recent college graduates may substitute placement file from college.

Name	Title	Address	Dates of Employment

PERSONAL REFERENCES

Ask persons listed below to send personal (character) references to this office; if possible request one from your parish priest or minister.

Name	Title	Address

Please complete all of the following:

- Have you ever been charged with, accused of, or convicted of child abuse or sexual abuse?
Check one: Yes _____ No _____
- Have you ever been dismissed from any position because of immoral conduct, unprofessional conduct, unfit for service, unsatisfactory service or child abuse?
Check one: Yes _____ No _____
- Have you ever been charged or convicted of any felony or misdemeanor (other than minor traffic offenses)?
Check one: Yes _____ No _____
- Have you failed or refused to fulfill a contract of employment entered into with any school system?
Check one: Yes _____ No _____
- Reason/s for leaving prior employment?

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS YES, A FULL EXPLANATORY STATEMENT FOR EACH QUESTION MARKED YES MUST BE ATTACHED TO THIS APPLICATION.

Date when you are available for employment _____

MISSION STATEMENT

St. Mary's Ryken is a Catholic, coeducational college preparatory school, operated under the Xaverian Brothers' sponsorship, committed to academic excellence and to individualized student growth in faith, moral probity, physical health, social demeanor, and responsible citizenship.

PHILOSOPHY

St. Mary's Ryken, sponsored by the Xaverian Brothers, is a Catholic, independent, co-educational college-preparatory school. The school draws inspiration from the Gospel and the Catholic faith as well as the charisms of its founders, the Sisters of Charity of Nazareth and the Xaverian Brothers. Central to the SMR philosophy is the mandate to teach as Jesus did, to reach out to all to achieve the Kingdom of God.

SMR recognizes that each individual is unique and gifted with innate goodness. The community of St. Mary's Ryken encourages the respect for and appreciation of diversity, and nurtures a faith-filled view of existence. Christian service is an integral component of the SMR philosophy and practice. St. Mary's Ryken provides an integrated approach to the students' development as loyal, intelligent, and self-directed persons.

Essential to the educational methodology at SMR is the characteristic of living in concordia. This perspective on learning allows the students' intellectual growth to flourish in an environment not hampered by undue competitiveness. Students experience diverse and progressive opportunities in academics, fine arts, athletics, student activities, and campus ministry. The challenge of the SMR education is to enable students to realize their potential, continue their academic journey, and assume responsibilities in their family, the civic community, and the professional world.

Imbued with the spirit of its founders, St. Mary's Ryken prepares young men and women to continue this work in a global interconnected new millennium. Our task as educators is not accomplished by ourselves. We share this mission and its various responsibilities with parents, who are the primary educators, the communities in which they live, and the local Church.

All employees will be required, as a condition of employment, to teach and exemplify the Mission Statement and Philosophy set forth above.

STATEMENT

I understand that any omission or misrepresentation in this application, or failure to teach and exemplify the Mission Statement and Philosophy as set forth above may result in refusal of or separation from employment. I hereby authorize St. Mary's Ryken High School to make any investigation of my background deemed necessary. I release my references from any legal liability. I understand and agree that St. Mary's Ryken High School shall have the right at any time after termination of employment to furnish information to others regarding my employment including the information contained in this application.

My signature indicates that I will not hold St. Mary's Ryken High School liable for any information collected about me during the process of checking the information on my application and references.

I hereby swear or affirm that the information furnished herein is true and correct to the best of my knowledge and belief.

Date

Signature of Applicant



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PERSONAL REFERENCE LETTER

To: _____

Name: _____ has listed your name as a character reference in an application for an assignment or for employment with us. Please complete the information requested below and return this form to my attention as soon as possible. Please mark your return envelope to me as "personal and confidential". Thank you.

Rick Wood
Principal

Use additional pages if needed.

1. In what capacity have you known the above named person and for how long?
2. What is your opinion as to this person's strong points? Weak points?
3. Overall comments:

To your knowledge, has this person ever been accused of, charged with or convicted of child abuse or sexual misconduct? ____Yes ____No If yes, please explain:

Signature/Title: _____

Date _____



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REFERENCE LETTER TO FORMER PLACE OF ASSIGNMENT OR EMPLOYMENT

TO: _____

The person named below is being considered for a (check one) Full time Part time position/assignment
as a _____.
Position/Assignment Title

This position/assignment will be (check one): Volunteer Clergy/Religious Paid Employee
Applicant's Name _____ SS# _____

Address _____

In listing your organization as a former assignment or place of employment, the following was stated:

Dates of Assignment or Employment: From _____ To _____

Position(s): _____

Reason for leaving: _____

Your frank answers to the following questions will be appreciated. Your responses will not be revealed to the applicant. If there is any information which you would prefer discussing personally, you may telephone me directly at 301-373-4187.

Rick Wood, Principal

Is the above information correct? Yes No If no, please state corrections.

Please evaluate	Excellent	Good	Fair	Poor
Job knowledge				
Quality of Work				
Quantity of Work				
Attendance				
Cooperation				
Overall Rating				

Reason(s) for leaving: _____

Would you re-employ or re-assign? _____

To your knowledge, has this person ever been accused of, charged with or convicted of child abuse or misconduct? Yes No

If yes, please explain: _____

Comments: _____

Signature/Title _____
(Person giving reference)

Date _____

I hereby authorize the release of the above requested information: _____ Date _____
(Applicant signature)



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TEACHER PROFESSIONAL REFERENCE FORM

Applicant Name _____ Date _____

Address _____ Phone _____
Street City/State Zip

The person named above has applied for a position as _____
with St. Mary's Ryken High School. He/she would appreciate your completing the form below.

Type of position now held by applicant: _____ Date of Service _____

If a former employee, state reason for leaving _____

PROFESSIONAL REFERENCES

Please indicate: 1 – Highly effective 2 – Effective 3 – Not effective 4 – Do not know

- 1 2 3 4 Appraises student learning levels, interests and needs.
- 1 2 3 4 Establishes learning objectives consistent with appraisal of student needs and knowledge of human growth and development.
- 1 2 3 4 Plans and provides for involvement of students in learning process.
- 1 2 3 4 Plans for and uses instructional methods which motivate and enable student to achieve learning objectives.
- 1 2 3 4 Plans for and utilizes resources which motivate and enable each student to achieve learning objectives.
- 1 2 3 4 Plans for and uses evaluative techniques which motivate and enable each student to achieve learning objectives.
- 1 2 3 4 Establishes and maintains an environment required to motivate and enable each student to achieve learning objectives.
- 1 2 3 4 Appraises effectiveness of his/her teaching practices and instructional program in terms of own instructional objectives and total school's instructional program
- 1 2 3 4 Participates in school management and shares responsibility for total school program
- 1 2 3 4 Establishes relationships with colleagues, students, parents and community which reflect recognition or and respect for every individual
- 1 2 3 4 Identifies areas for professional growth necessary to maintain or improve effectiveness, acquires appropriate training or information, and demonstrates successful application.

PERSONAL QUALITIES

Please indicate: 1 – Highly effective 2 – Effective 3 – Not effective 4 – Do not know

1 2 3 4 Aided in Christian formation of students by personal witness to Christian values

1 2 3 4 Maturity

1 2 3 4 Appearance

1 2 3 4 Professional attitude

1 2 3 4 Health

1 2 3 4 Emotional Stability

1 2 3 4 Initiative

1 2 3 4 Ability to communicate

Please write a brief statement about the applicant’s classroom organization and management.

To your knowledge, has this person ever been accused of, charged with or convicted of child abuse or sexual misconduct? ___Y ___N

If yes, please explain _____

Comments: _____

Would you employ or re-employ? ___Yes ___No

If no, please state reason: _____

Signature of Person Completing Form

Date

Phone

Title

Email

School District or Business Address

Please return this form to
Principal, St. Mary’s Ryken High School
22600 Camp Calvert Road
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