



ST. MARY'S
CATHOLIC SCHOOL

St. Mary's Catholic School

2200 O'Neil Ave. Cheyenne, WY 82001
Office: 307-638-9268 Fax: 307-635-2847

Job Application – Office Support

Name: _____

Address: _____ State: _____ Zip: _____

Phone: Home: _____ Cell: _____

Email Address: _____

My work experience is as follows:

Please rank each of the following according to your experience and training.

1 = little/no exposure or experience

2 = read about it, some understanding, no application

3 = reasonable understanding, initial application in the classroom

4 = extensive application in the classroom

5 = expert, used extensively and trained others, special projects leader

MS Word _____

MS PowerPoint _____

MS Publisher _____

MS Excel _____

Do you have a current CPR Certification? _____ If yes, date of expiration: _____

Do you have a current First Aid Certification? _____ If yes, date of expiration: _____

Professional Reference

Give Recent Academic or Professional References:

1. Name: _____ Position: _____

Employer: _____ Telephone: _____

2. Name: _____ Position: _____

Employer: _____ Telephone: _____

3. Name: _____ Position: _____

Employer: _____ Telephone: _____

Required Paperwork

Please provide St. Mary's Catholic School with a copy of the following documents:

1. Current Resume'
2. First Aid & CPR cards (if available and current)

I am available to start: _____

I understand if I am hire to work at St. Mary's Catholic School, I must pass a Completed Background check along with Safe Environment Training.

Signature of Applicant: _____ Date: _____

Office use only:

Completed Background _____

Safe Environment Training _____