

# GRANT WRITER AND MARKETING COORDINATOR APPLICATION

## I. CONTACT INFORMATION

Name \_\_\_\_\_  
*Last*
*First*
*Middle*

Other names which may appear on application materials \_\_\_\_\_

Address \_\_\_\_\_  
*Street*
*City*
*State, Zip*

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email \_\_\_\_\_

## II. PROFESSIONAL EXPERIENCE

*Must be completed in addition to resume. List all experience (most recent first).*

Dates From/To	Salary	Name of Organization	City/State	Supervisor	Telephone	Reason for Leaving

## III. PROFESSIONAL REFERENCES

*References may be from various stages in your employment history but your reference list MUST cover the past two years.*

Name	Title	From	To	City/State	Work phone	Home phone
		/ /	/ /			
		/ /	/ /			
		/ /	/ /			
		/ /	/ /			

**IV. EMPLOYMENT AND BIOGRAPHICAL INFORMATION**

- 1. Do you have the legal right to accept employment in the United States?  
 Yes  No

If no, have you applied for work authorization?

- Yes  No

- 2. Please list languages in which you are fluent:

- 3. Are you a practicing Roman Catholic?

- Yes  No

If you are a member of another faith, please indicate: \_\_\_\_\_

**V. BACKGROUND CHECK**

- 1. Have you ever been convicted of, admitted convicting, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?

- Yes  No

- 2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending?

- Yes  No

- 3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge of complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private?

- Yes  No

- 4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer?

- Yes  No

If any of the above statements have been answered "yes", please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Conviction of a crime is not an automatic bar to employment. The nature of the offense, the date of the offense, and the relationship between the offense and the position applied for, will be considered.**

**VI. QUESTIONS FOR APPLICANTS**

*As concisely as possible, please answer each question and attach your answers to this document:*

- 1) *What is motivating you to apply for the position of Grant Writer and Marketing Coordinator at Cristo Rey Boston High School?*
- 2) *Please describe how you can contribute to a Catholic, faith-based high school that exclusively serves low-income, urban students.*
- 3) *Please complete the attached writing exercise to the Iris Lopez Family Foundation.*

**VII. SUPPORTING DOCUMENTS**

*All completed applications must include:*

- 1. *A current resume and cover letter*
- 2. *Copies of all transcripts from undergraduate and graduate schools*
- 3. *Three letters of professional recommendation, including letters from supervisors*
- 4. *Copies of any professional certificates you have obtained*
- 5. *Answers to questions in Section VI (above)*

**VIII. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

In its employment practices, Cristo Rey Boston High School will not discriminate on the basis of gender, race, color, national origin, ancestry, religion, age, marital status, pregnancy status, sexual orientation, political affiliation, veteran status, or mental or physical handicap unrelated to ability to perform duties of the position. Religion may be a factor when hiring for certain positions, such as theology teacher. Equal opportunity encompasses all aspects of employment practices including but not limited to recruiting, hiring, training, promotion, compensation, benefits, discipline, and school-sponsored educational, social, and recreational programs.

**IX. NOTIFICATION/AFFIDAVIT/SIGNATURE**

My signature below indicates that I HAVE READ, I UNDERSTAND, AND I AGREE to the following:

- Every answer I have provided on this application is both complete and truthful. I understand and agree that: (1) if any information is omitted from, or not filled in on this application, or if any false information is furnished, the school will reject my application; (2) if any false information is furnished, I will be ineligible for any consideration for employment; and (3) if I am employed by the school, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.
- I understand that in order for the school to determine my eligibility, qualifications, and suitability for employment, the school will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer and educational institution I have attended about my educational training, experience, qualification, job performance, professional conduct, and evaluations; as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reason for not rehiring (if applicable), and similar information.
- If employed by the school, employment is conditional upon (a) satisfactory pre-employment reference checks, (b) documentary proof of authorization to work in the United States, (c) appropriate state certification/licensing, and (d) a Massachusetts Criminal Offenders Records Information (CORI) check. Misrepresentation or omission of pertinent facts may be cause for termination. Parties providing this information will be released from any liability in connection with reference and CORI check.
- I hereby certify that the information presented on this application is true, accurate, and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by agents of the school.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## GRANT WRITER AND MARKETING COORDINATOR

### *Writing Exercise*

The Iris Lopez Family Foundation is a potential funder of Cristo Rey Boston High School. The foundation is committed to supporting efforts to close the educational achievement gap and funds charter, public and private schools that serve low-income students. The foundation director lists Maria Rodriguez as the Executive Director.

Please send a cover letter (1-page max.) and a summary (2-pages max) on some of the school's achievements in recent years to Ms. Rodriguez. The package is designed to get her interested in Cristo Rey Boston and lay the groundwork for a future grant request.