

**EDWise, LLC
APPLICATION FORM**

DIRECTOR OF PARISH AND SCHOOL OPERATIONS

For St. Mary's Catholic Church, Storm Lake, Iowa

A. PERSONAL INFORMATION (please respond to each item)

(Last Name)	(First Name)	(Middle Initial)

Home Address
City, State, Zip

Work Address
City, State, Zip

(Home Phone)	(Work Phone)	(Cell Phone)

(Email Address)	(Date Application Submitted)

B. CURRENT POSITION (please respond to each item)

(Present Title)	(Current Position Held Since Which Year)

Employer
Employer Address
City, State, Zip

(Present Annual Base Salary)	(Annuity, if any)

(Number Years of Present Contract)	(Present Contract Expires When)

C. EDUCATIONAL BACKGROUND (If information is on resume, type See Resume on first line below and go to item D.) Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Year (s)	Degree	Major

D. Director of Parish and School Operations (management, employee hiring & supervising, accounting and finance background) Experience (If information is on resume, type See Resume on first line below and go to any gaps item D.) Please list experiences first, beginning with your current assignment.

Position	Name of Organization	City and State	Specific Dates Employed

(Please explain any gaps in employment—if any.)

E. HAVE YOU SERVED IN THE MILITARY? _____ **YES** _____ **NO**
 If yes, which military branch? _____ **Years** _____

F. OTHER RELEVANT EMPLOYMENT OR EXPERIENCE

Position	Employer	City and State	Specific Years Employed

G. REFERENCES—Please list four individuals who are very familiar with your professional work and who may be contacted (**Do not include individuals from your written references**).

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

H. HONORS AND DISTINCTIONS—List degrees, honors, commendations, elective or appointive offices held, or other distinctions received.

I. NARRATIVE RESPONSE—On a separate sheet of paper (1-2 pages total), please respond to each of the following questions:

1. Why are you interested in this position?
2. Describe your leadership style and the benefits of your leadership style in a parish and school setting.

J. BACKGROUND INFORMATION—If you answer “yes” to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (The term “conviction” includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)
 yes no
2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job?
 yes no
3. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state?
 yes no
4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?
 yes no
5. Has there been any incident that could negatively affect your ability to lead as Director of Parish and School Operations for St. Mary’s Catholic Church, Storm Lake, Iowa?
 yes no

K. CURRENT EMPLOYMENT STATUS

1. Are you currently under contract for any organization next year?
 yes no
2. Has the possibility of a contract release been discussed with your current employer?
 yes no

L. AUTHORIZATION—*Please read carefully and then sign your name if you agree to the terms.*

I hereby certify that the statements made by me in this application and all related information which I have provided are true, my own work product, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I may be subject to disciplinary action or dismissal regardless of the date on which the St. Mary's Catholic Church, Storm Lake, Iowa discovers the violation of its policy regarding application form dishonesty.

Signature of Applicant

Date

M. ADDITIONAL AUTHORIZATION—Please read carefully, then sign and date.

I acknowledge that the position of Director of Parish and School Operations is a position of public trust and I specifically authorize the St. Mary's Catholic Church, Storm Lake, Iowa, or its agents, with respect to this application to contact my references, to investigate my background, and to make such other inquiries as the St. Mary's Catholic Church, Storm Lake, Iowa in its discretion deems relevant to assess my qualifications for the position of Director of Parish and School Operations. I authorize former employers, my references or any other person contacted by the St. Mary's Catholic Church, Storm Lake, Iowa or its agents in investigating the merits of my application to disclose personnel records and appraisals of my performance or information about my qualifications for the position of Director of Parish and School Operations and release them from any liability for such disclosure.

I further understand that if I apply for employment with the St. Mary's Catholic Church, Storm Lake, Iowa that the St. Mary's Catholic Church, Storm Lake, Iowa may conduct a check of my criminal background. I agree to sign a DCI Criminal Background Check Waiver authorizing the St. Mary's Catholic Church, Storm Lake, Iowa to obtain a check of my criminal history, and I further agree to provide all information necessary to obtain this criminal background check.

Signature of Applicant

Date

N. STATEMENT OF APPLICANT'S RIGHTS—Please read carefully, then sign and date.

I hereby request that this application and any applicable materials be kept confidential; that all information with respect to my application be kept confidential; that my application materials and all information obtained with respect to my application be considered in closed session of the St. Mary's Catholic Church, Storm Lake, Iowa; and that if I am interviewed, the initial interviews and the deliberations with/of the St. Mary's Catholic Church, Storm Lake, Iowa with respect to my application be in closed session with the St. Mary's Catholic Church, Storm Lake, Iowa in order to prevent needless or irreparable injury to my reputation. Unauthorized disclosure or making such communications available for general public examination could cause irreparable injury to my reputation or could discourage my application for the position of Director of Parish and School Operations. However, I understand that if I am designated as a finalist, my final interview with the St. Mary's Catholic Church, Storm Lake, Iowa and other individuals/groups may, at the discretion of the St. Mary's Catholic Church, Storm Lake, Iowa, be in public. The names of finalists will be public information. I understand that my request made under this paragraph is subject to St. Mary's Catholic Church, Storm Lake, Iowa discretion in deciding whether to accommodate it, and that any request is also subject to and subordinate to the requirements of Iowa law.

Signature of Applicant

Date

APPLICATION INFORMATION

1. All application materials can be **mailed or emailed** to (no faxed applications will be considered):
 - Dr. Paul Tedesco
 - EDWise, LLC
 - 102 Evergreen Drive
 - Alta, Iowa 51002

Cell: 712-730-2248
Email: paul.tedesco@edwise.llc
2. Applicants, and/or their designees, are asked **not to contact clergy members** of the St. Mary's Catholic Church, Storm Lake, Iowa during the search process.
3. A complete application for the position of Director of Parish and School Operations for the St. Mary's Catholic Church, Storm Lake, Iowa must include and be presented in the following order (***please do not staple, bind, or fold your application materials and print on letter size paper, one side only or submit materials electronically to paul.tedesco@edwise.llc***):
 - a. A cover letter
 - b. Resume'
 - c. Completed and signed application form and other necessary signatures
 - d. Written response to the narrative questions on page 4 of this application.
 - e. Maximum of four *recent* letters of recommendation regarding your professional work (preferably at least two from your current employer)
 - f. Photocopy of college/university transcripts
4. The applications and applicant names will remain confidential information except when the finalists are selected. The submitted material and names of the finalists will be available to the public. This confidentiality does not apply to applicants who are currently employed by the St. Mary's Catholic Church, Storm Lake, Iowa, as the law does not afford them confidentiality.

P. NON-DISCRIMINATION NOTICE

EDWise, LLC DOES NOT DISCRIMINATE BASED ON GENDER IDENTITY, RACE, NATIONAL ORIGIN, COLOR, RELIGION, CREED, AGE, MARITAL STATUS, SEX, SEXUAL ORIENTATION, VETERAN STATUS OR DISABILITY.