



Marquette University High School will begin accepting applications for its Alumni Service Corps (ASC) program for the '20-'21 school year on **DECEMBER 2, 2019**. Applications received in December, will receive early consideration with the possibility of interviews occurring over the applicants' Christmas break. The final deadline for applications is **MARCH 16, 2020**. Offers for ASC positions will begin to be made in March 2020. Applications should be sent to the attention of Heidi McCormack, Human Resource Specialist, at the school's address.

### Marquette University High School Mission Statement

**Marquette University High School is a Catholic, Jesuit, urban, college-preparatory school for young men.**

**Marquette High strives to form leaders who are**  
Religious  
Loving  
Seeking intellectual excellence  
Committed to justice  
Open to growth.

**Marquette High fulfills its mission by**  
Providing a respectful, challenging, caring environment for a diverse community of students. Educating the whole person – spiritually, emotionally, intellectually, artistically, morally and physically. Deepening students' awareness of the dignity and the needs of all people; forming men for others who will act like Christ, who came "not to be served but to serve."  
(Mark 10:45)

## Application for Alumni Service Corps Position

Mail to:  
Heidi McCormack, Human Resource Specialist  
Marquette University High School  
3401 W. Wisconsin Ave.  
Milwaukee, WI 53208

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

### **PERSONAL INFORMATION** (Type or print)

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone \_\_\_\_\_

E-mail address \_\_\_\_\_

Can you, if employed, submit verification of your legal right to work in the USA? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have knowledge of Catholic tradition and the mission of Marquette High and are you willing to teach in accord with them? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a practicing Roman Catholic or, if not, an active member of a religious community? Yes \_\_\_\_\_ No \_\_\_\_\_

When are you available to interview? \_\_\_\_\_

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**Co-curricular preferences:** Check each of the following activities you desire to coach, moderate, or assist with:

Pastoral /Service

- Freshman Retreat (one evening)
- Sophomore Retreat (weekend)
- Jr /Sr Kairos Retreat (Mon-Th)
- Service Site Visitation
- Service Trip Chaperone
- Liturgical Ministry

Non-Athletic

- Club Moderator
- Freshman Advisor
- Chaperone Dances
- International Trips
- Student Theater
- Debate Coach
- Forensics Coach
- School Publications

Athletic

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Hockey
- Skiing
- Soccer
- Swimming
- Tennis
- Track and Field
- Volleyball
- Wrestling
- Club Sports

What other post-graduate plans are you considering? (Specify any other volunteer programs please.)

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Have you ever been suspended, dismissed, or asked to resign from employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony?  
(If yes, feel free to provide a written explanation.)

Yes \_\_\_\_ No \_\_\_\_

**ONE (1) LETTER OF RECOMMENDATION**

Please enclose one sealed letter of recommendation. Make sure that the writer seals the letter in an envelope and signs across the seal. We ask that you select someone who cannot only speak to your intelligence and maturity, but to your character and personality as well. The letter should be associated with your recent past such as a former professor, counselor, coach, school administrator, or employer. It should not be from a friend or family member.

Who will be writing your letter and how do you know him or her?

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**PERSONAL REFLECTION QUESTIONS**

Please answer the following questions on separate paper and enclose them with your application. Limit answers to one page each, typed and double-spaced.

1. How do you see yourself contributing as a volunteer to the mission of Marquette University High School? (How would your skill set be of the most benefit? In what area do you see yourself best contributing? What life experiences support this view?)
2. In what activities (retreats, parish, youth groups, prayer groups, etc.) have you participated in that would demonstrate your openness to deepening and expressing your faith?
3. The volunteer program emphasizes intentional community and spiritual/personal development. What are your hopes and expectations for community living? How do you desire to grow personally and spiritually from this experience? What would you contribute to community?

**ADDITIONAL INSTRUCTIONS**

With this application and reflection answers, include your resume or curriculum vitae. Highlight any volunteer experiences. Include copies of all of your university and college transcripts. Unofficial transcripts are acceptable to send with this application; official transcripts may be sent separately to allow processing time.

By signing below, I certify that the information given in the above application, including the attached essays, is entirely true to the best of my knowledge. I understand that, if hired, any false statements shall be sufficient cause for disqualification or dismissal. I authorize investigation of all statements contained in this application. I give my permission to contact any one listed as a reference, and I understand that I will undergo both a background check and drug test.

I know the requirements of the Alumni Service Corps, I understand the program's foundation upon the mission of Marquette University High School, community life, faith and service. I am aware that it is a one-year commitment.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature