

# *Application Employment Catholic School Certified Staff*

*(School Administrators, Teachers, Substitute Teachers, Part-time Teacher, educational support personnel such as school counselor)*

Thank you for your interest in employment as an educator with us. With respect to religion and sexual orientation, as permitted by law, we reserve the right to exercise discretion in employment decisions to employ persons who share and are committed to the values and mission of the Catholic Church. The information gathered in this application is designed to help us provide the highest quality Catholic education for students enrolled in our school and to assist us in providing a safe and secure environment. Please read the statements below, date and sign.

I understand and agree that:

1. I certify that all information furnished by me in this application is complete, true and correct to the best of my knowledge. I understand that falsification of information including omission of any information sought may lead to refusal to hire me, withdrawal of an employment offer, or termination of my employment.

2. I hereby authorize the employer conduct a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers or oral interviews and obtain additional information relating to my background. I authorize all schools, companies, corporations, law enforcement agencies to supply information concerning my background including but not limited to criminal records, motor vehicle records, education and employment verification, (past and present), reference checks and military service verification. I specifically waive written notice of such disclosures from my former employers. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.

3. I agree to observe all of the guidelines and policies for the employer where I am applying.

4. I understand that the school has a zero tolerance for abuse and takes all allegations of physical or sexual abuse seriously. I further understand that the school cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

5. I understand that if I am hired, I will be required to sign an employment contract and that contract will set forth the terms and conditions of my employment.

6. I understand that this is an application for employment and that no offer of employment is being made at this time. If I am offered and accept employment, the duration, terms and conditions will be set forth in a written contract. I understand this application is good only for ninety, (90), days from today's date. If I still desire a position after this application expires, it will be my responsibility to fill out a new application. Otherwise I will not be considered for employment after this application expires.

7. I understand I can withdraw from the application process at any time.

I have read and understood the above statement.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

# *Application for Employment –Catholic School Certified Staff*

**IMPORTANT: Please Take Extra Care To Make Your Entries Very Clear and Easy to Read.**

<b>Name(Please Print):</b>				
<b>Last</b>	<b>First</b>	<b>MI</b>		
<b>Email (Home):</b>			<b>Today's Date:</b>	
			<b>Mo</b>	<b>Day</b>
			<b>Year</b>	
<b>Current Address</b>				
		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>County</b>				
<b>How Long have you lived there?</b>				
<b>Last Address</b>				
		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>County</b>				
<b>Why did you move?</b>				
<b>Home Phone: ( )</b>		<b>Work Phone: ( )</b>		<b>Cell Phone: ( )</b>

Do you have access to transportation which will enable you to get to and from work?  Yes  No

Have you applied here before?  Yes  No If yes, what year? \_\_\_\_\_

What religion do you practice? \_\_\_\_\_

If you are not of the Catholic faith what is the name of your Church? \_\_\_\_\_ Are you an active member?  
 Yes  No

Are you a member of a Catholic parish?

Yes  No

If yes list the name of the parish: \_\_\_\_\_

How long have you been a member: \_\_\_\_\_ months/years

Name of Religious Order (For religious sisters, brothers, priests): \_\_\_\_\_

What position are you seeking:  Teacher  Principal

Date Available for Employment: \_\_\_/\_\_\_/\_\_\_ Salary Requirement \$ \_\_\_\_\_ Per \_\_\_\_\_ Hr Wk Mo Yr

**Application for Employment Certified Staff**

What interests you about the position:

What has prepared you for the position:

Were you previously employed by the Diocese in any Catholic parish or school or other Catholic Agency?  Yes  No

Are you seeking employment within a specific parish/geographical area? If yes, list below  Yes  No

If available, would you be open to other parish/geographical areas?  Yes  No

Have you been convicted or plead guilty to a felony in the following categories within the last ten years  Yes  No If yes, explain: \_\_\_\_\_.

Narcotics offense to include the (1) Cannabis Control Act, (2) Illinois Controlled Substance Act, (3) Methamphetamine Control and Community Protection Act, or (4) any attempt to commit any of the offenses listed in items (1) through (3). Any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in this State would have been punishable as one or more of the offenses listed in items (1) through (4) above. Sex offense as defined in in Sections 11-6, 11-9 through 11-9,5 inclusive, and 11-30 of the Criminal Code (CC) of 1961 or the CC of 2012; Sections 11-14 through 11-21, inclusive of the CC of 1961 or the CC of 2012; Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the CC of 1961 or the CC of 2012; and Sections 11-1-20, 11-1-30, 11-1-40, 11-1-50, 11-1-60, 12-4-9, 12-12, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, and 12C-45 of the CC of 1961 or the CC of 2012. Conviction of sexual or physical abuse of any minor under 18 years of age. Conviction for committing attempted first degree murder or for committing or attempting to commit first degree murder or a Class X felony.

\*Convictions that have been legally sealed or expunged and arrests should not be disclosed. While a conviction record is considered, it is not automatic grounds for rejecting an application for employment. Circumstances surrounding the conviction are considered.

Do you have any commitment to another employer that might affect your employment with the parish, school, agency or institution in the Diocese of Springfield in Illinois?  Yes  No

Are you currently eligible to work in the United States?  Yes  No Are you under 18 years old?  Yes  No

Are you presently employed?  Yes  No

In the last ten years, how many times have you been fired or asked to resign?

Over 10 times  6-10 times  4-5 times  2-3 times  Once  Never

Have you ever been discharged from a position for making threats, fighting, or any incidents involving violence?  Yes  No

Describe all job situations in which you were fired or asked to resign: (If more room is needed, please attached a separate sheet.)

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Education	Name & Location	Years Completed	Major Course	Degree	Grade Point Average	Grade Point Scale
High School						
College						
College						
Post Grad						
Business or Trade						

List all employment in the last 10 years regardless of length of employment, *starting with the most recent or current*. Explain any gaps in employment in the section provided. If more space is needed please provide a separate sheet of paper.

Started ___/___/___	Employer Name	City & State	Immediate Supervisor Name
Ended ___/___/___	Position Held	Reason for Leaving	
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone No. : ( )	
Started ___/___/___	Employer Name	City & State	Immediate Supervisor Name
Ended ___/___/___	Position Held	Reason for Leaving	
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone No. : ( )	
Started ___/___/___	Employer Name	City & State	Immediate Supervisor Name
Ended ___/___/___	Position Held	Reason for Leaving	
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone No. : ( )	
Started ___/___/___	Employer Name	City & State	Immediate Supervisor Name
Ended ___/___/___	Position Held	Reason for Leaving	
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone No. : ( )	

Certificate	State	Certificate No.	Type	Grade Level(s)	Expiration Date
Teaching					
Administrative					

Other Teaching/Administrative Certificates	State	Type	Date

**Student Teaching:**

State	Subject Area	Dates

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**Teachers - Preferences:** List all positions which you are qualified to hold and wish to be considered for, in order of preference.

Grade Level	Subject/Specialty	Indicate full or part-time

**Additional Skills or Qualifications (professional administrative training, certification and experience, Catholic school experience—attendance, teaching or administration, religious education training or experience)**

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Referral Source:  Advertisements  Employee  Relative  Government Employment Agency  Walk-in  
 Private Employment Agency  Other \_\_\_\_\_

**References: Professional/Academic - List three recent academic or professional references (include your immediate supervisor)**

Reference Name \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

Has this person agreed to provide a reference?  Yes  No

Reference Name \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

Has this person agreed to provide a reference?  Yes  No

Reference Name \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

Has this person agreed to provide a reference?  Yes  No

Reference Name \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

Has this person agreed to provide a reference?  Yes  No

**Expectations of both Catholics and Non-Catholics:**

In this age of ambiguity, we want to be very clear about our Church affiliation requirements for teaching in a Catholic school. To meet Church affiliation requirements, we are asking you to complete this form as a part of your application process. Please note, the requirements for employment include, but are not limited to, the standards referred to in the questionnaire. If you are called for an interview, other areas will be explored. The employer will also want to discuss the level of your knowledge of and commitment to your faith.

Standards necessary to teach in a Catholic school in the Catholic Diocese of Springfield in Illinois include but are not limited to the following expectations:

- ◆ Conduct a lifestyle which is consistent with Catholic moral standards and avoiding those which are inconsistent, keeping in mind all human beings are to be accepted with respect, compassion and dignity in accordance with the catechism of the Catholic Church. For example: remarriage without annulment, co-habitation without valid marriage, and practicing or avowed homosexuality are not acceptable.
- ◆ Living a moral life either as a single person or being validly married and observing fully the obligations of that state of life.
- ◆ Willingness to be part of the faith community of the school (i.e. attend liturgies and pray with students and staff).
- ◆ Understanding Catholic moral standards and doctrine and supporting them when called to do so.
- ◆ Understanding and accepting Catholic social justice teachings and supporting them when called to do so.
- ◆ Teaching or advocating Scriptural interpretations consistent with the teaching of the Catholic Church and avoiding those which are inconsistent.
- ◆ Teaching or advocating a moral stance consistent with Catholic teachings and avoiding those which are inconsistent: For example: teaching or advocating abortion, sterilization or contraceptive techniques is not acceptable.
- ◆ Public dissent from any official teaching of the Catholic Church is not acceptable.
- ◆ Willingness to promote the Catholic faith development of the students.

**ADDITIONAL EXPECTATIONS OF CATHOLICS:**

- ◆ Conduct and lifestyle which are consistent with Catholic doctrine (as well as morality) and avoiding those which are inconsistent.
- ◆ Regular attendance at Sunday liturgy and financial support of one's parish.

Are you willing to abide by these stipulations? \_\_\_\_\_

\_\_\_\_\_  
Signature

Date \_\_\_\_\_