



Roman Catholic Diocese of Tucson

APPLICATION FOR CATHOLIC SCHOOL EMPLOYMENT

NAME OF SCHOOL _____

Today's Date:		Social Security Number:			
Last Name		First	Middle		Daytime Phone
Present Street Address		City	State	Zip	Evening Phone
Permanent Address (If different from present address.)		Cell Phone			
Permanent Address (If different from present address.)		E-Mail Address			
I am a U.S. citizen or legally authorized to work in the U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>					
I am interested in <input type="checkbox"/> full-time <input type="checkbox"/> part-time employment. Date available to start: _____					
Position(s) of interest: _____					
I am prepared to teach these subjects: _____					
Geographic area(s) of preference: _____					
Have you ever been employed by a Catholic School in the Diocese of Tucson? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes: Name you worked under if different than above: _____					
Name of School: _____ Employed from _____ to _____					
Position(s) held: _____					
I hold a valid teaching certificate or professional license. Yes <input type="checkbox"/> No <input type="checkbox"/>					
Area(s) of certification: _____					
Certifying agency/institution: _____ State: _____ Expires: _____					

The Diocese of Tucson and associated entities comply with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, color, sex, national origin, age, unfavorable discharge from military service, arrest record of mental or physical disability unrelated to ability to perform the duties of a position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified individuals. Acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

EDUCATION:	Name and Location of School	# of years/credit hrs.	Degree Received
High School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
College			
Postgraduate			
Teacher Prep Student Teaching		Grade Level/Subject(s)	

If applying for teaching or principal positions, please have your official transcripts showing degree(s) received sent to the Diocese of Tucson Department of Catholic School, P.O. Box 31, Tucson, AZ, 85701, by the college or university granting the degree(s).

EMPLOYMENT HISTORY – Please do not write “see resume” or see “curriculum vitae.”

List all present and former employment and positions beginning with present or most recent position first. Attach additional pages if needed. Include all other names you have worked under if different than the name you are using on this application form. If reason for leaving was involuntary or failure or refusal to fulfill a teaching contract entered into with any school, provide specifics. You may attach a separate explanation if necessary.

Employer Name & Phone: _____

Address: _____
City
State
Zip

Grades & subjects taught: _____

Annual Salary: Start: _____ End: _____ Employed From: _____ To: _____

Reason for leaving: _____

Employer Name & Phone: _____

Address: _____
City
State
Zip

Grades & subjects taught: _____

Annual Salary: Start: _____ End: _____ Employed From: _____ To: _____

Reason for leaving: _____

Employer Name & Phone: _____

Address: _____
City
State
Zip

Grades & subjects taught: _____

Annual Salary: Start: _____ End: _____ Employed From: _____ To: _____

Reason for leaving: _____

PROFESSIONAL ACTIVITIES, HONORS & AWARDS, INTERESTS & ACHIEVEMENTS
(TO BE COMPLETED BY APPLICANTS FOR TEACHING POSITIONS)

List memberships in professional associations:

List academic honors and awards received within last five years:

List interests, achievements and significant life experiences outside education:

PROFESSIONAL REFERENCES (TO BE COMPLETED BY APPLICANTS FOR TEACHING POSITIONS)

Name: _____ Phone: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

PERSONAL REFERENCES (TO BE COMPLETED BY ALL APPLICANTS)

Name: _____ Phone: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

LANGUAGES OTHER THAN ENGLISH IN WHICH YOU ARE FLUENT

Language _____ Spoken Written Language _____ Spoken Written

IMPORTANT – THIS SECTION MUST BE COMPLETED

1. Has a civil or a criminal complaint ever been filed against you that alleged sexual misconduct or child abuse by you or your participation in or facilitation of such activities (including internal complaints or allegations reported to management or supervisors at places of employment)?

Yes No

If yes, explain. Provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify, by name and title, the person(s) who investigated the complaint.

2. Do you presently serve, or have served, as a volunteer for any organization, entity or group in which you had substantial contact with children or vulnerable populations (such as elderly, mentally or emotionally disabled, etc.)

Yes No

If yes, provide the name and phone number of the organization, period of volunteer service, supervisor's name and briefly describe your activities and/or duties.

3. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action for reasons relating to allegations of sexual misconduct or child abuse by you.

Yes No

If yes, explain. Provide date, nature and place of the occurrence(s) or allegation(s) and the disposition of the matters. Provide name, address, phone of employer/supervisor at the time.

4. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?

Yes No

If yes, explain. Provide the crime for which you were convicted and the date and place of the conviction.

IMPORTANT

THIS SECTION MUST BE READ AND SIGNED

The information I have provided in this application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in the termination of my employment. I grant permission to check on my background and references and I release the Diocese of Tucson and my specific workplace from any and all resultant liability. If employed, I will abide by the Code of Conduct of the Diocese of Tucson and the personnel policies and procedures of the Diocese of Tucson. Upon termination of my employment, I authorize the release of reference information by the Diocese of Tucson.

I understand that if employed by a Catholic School in the Diocese of Tucson that my employment will involve significant contact with children while performing my duties and that I am required to be fingerprinted and pass a background check and reference check before working with children.

If I am applying for a non-teaching position, I understand that acceptance of an offer of employment does not create a contractual obligation upon the Diocese of Tucson or the Catholic School to continue to employ me in the future and that my employment is subject to "employment at will," which means my employment can be terminated at any time, with or without reason.

I will be required to furnish proof of identity and my ability to work legally in the U.S. once a conditional offer of employment has been made.

Signature: _____ Date: _____

THIS SECTION FOR OFFICIAL USE ONLY

The necessity of fingerprinting and passing a background check as a condition of seeking employment with a Catholic School in the Diocese of Tucson has been explained to this applicant. This School understands that an offer of employment is contingent upon fingerprinting of the applicant, the applicant's passing of the background check and a check of references.

Signature of Pastor or Principal: _____

School: _____ Date: _____