



Department of Catholic Schools

Diocese of Santa Rosa

APPLICATION FOR TEACHING POSITION

It is the official policy of the Department of Catholic Schools, Diocese of Santa Rosa that the schools shall in no way discriminate against any employee or applicant for employment because of race, color, nationality, gender or ethnic origin.

PROCEDURE FOR APPLICATION

1. Applicants for teaching position must possess a bachelor’s degree. Applicants who hold a teaching credential are preferred.
2. In addition to this application form, the following documents are required before an applicant will be considered.
 - a. A current transcript of college credits.
 - b. Three letters of recommendation, at least two of which must be professional references. A college career file would fulfill this requirement.
3. The Department of Catholic Schools is a clearinghouse for all applications. The department will retain an application for three years. Copies of this completed application will be forwarded to principals who request. Hiring of teachers is done by the local principal.
4. A **\$20.00 processing fee**, this application and all supporting documents are to be sent to:

**THE DEPARTMENT OF CATHOLIC SCHOOLS
P.O. BOX 1297
SANTA ROSA, CA 95402**

GEOGRAPHICAL PREFERENCE

GRADE AND SUBJECT PREFERENCE

_____ Del Norte County (Crescent City)

_____ Elementary (Grades _____)

_____ Humboldt County (Eureka, Arcata)

_____ Secondary (Grades _____)

_____ Mendocino County (Ukiah)

Teaching Subjects _____

_____ Sonoma County (Petaluma, Sonoma

Santa Rosa, Healdsburg)

_____ Napa County (Napa, St. Helena)

Full Time _____ Part Time _____ Substitute _____

OFFICIAL USE ONLY

Date Received _____ Supporting Documents _____ Date Forwarded _____ To _____

LAST NAME	FIRST NAME	MIDDLE INITIAL	MAIDEN NAME
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HOME PHONE	CELL PHONE	EMAIL ADDRESS
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ADDRESS	CITY	STATE	ZIP
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SOCIAL SECURITY	CITIZENSHIP	BIRTHDATE
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RELIGION _____	PARISH/CHURCH _____
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EDUCATION

1. Undergraduate Work

College & Location	Major/Minor	Dates of Attendance	Degree
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2. Graduate School

College & Location	Major/Minor	Dates of Attendance	Degree
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3. Credentials

Type	State	Date	Issues	Expiration	Date
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EXPERIENCE

1. Student Teaching

School & Location	Subject	or Grades	Dates
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2. Professional Teaching

School & Location	Subject	or Grades	Dates
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3. Other Employment

Position	Employer	Address	Phone	Dates	Reason for Leaving
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MILITARY EXPERIENCE

Branch of Service: _____ What skills did you acquire in the service that would be relevant to this job?

REFERENCES

Three letters of recommendation are required: at least two of these must be professional references, preferably related to teaching experience. It is the applicant's responsibility to solicit these references and have them sent to the Department of Catholic Schools.

Please list the persons from whom references have been requested:

Name	Position	Address	Phone
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OTHER INFORMATION

1. Has your teaching credential ever been revoked or suspended? _____ YES _____ NO
If YES, please explain:

2. Have you ever left a teaching position at any time other than the end of a school year? _____ YES _____ NO
If YES, please explain:

3. Have you ever been dismissed, or asked to resign, from any teaching position? _____ YES _____ NO
If YES, please explain:

4. Have you ever been arrested for anything other than a minor traffic violation? _____ YES _____ NO
If YES, please explain:

5. Is your HEALTH sufficiently good to carry a full teaching assignment, including extracurricular activities?
Explain if necessary:

6. Bi-Lingual Ability? English and _____

RESUME

Please attach your resume.

BRIEF STATEMENT

Please keyboard (or enter) a brief statement outlining:

- 1) Why you wish to teach in a Catholic School;
- 2) The purpose(s) you feel Catholic schools fulfill; and
- 3) The contribution you can personally make to a Catholic school's goals.

CERTIFICATION

I hereby certify that the information in this application is true and complete to the best of my knowledge. I understand that any false statements may be sufficient cause for disqualification or, if I am hired, dismissal. I hereby give my permission for contact to be made with references and employers listed herein.

Applicants Signature

Date