

***Diocese
of
Springfield-Cape Girardeau***

**Application for
Teaching
Position**

GENERAL INFORMATION

NAME _____
Last First Middle Maiden

PRESENT ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PERMANENT ADDRESS _____ TELEPHONE _____

CITY _____ STATE _____ ZIP CODE _____

DATE AVAILABLE FOR POSITION _____

PERSONAL INFORMATION

Marital Status _____ (if applicable) Religious Community _____

Social Security# _____ Religion _____

Parish _____ Pastor _____

Are you a United States Citizen? _____

(If hired, you will be required to verify your employment eligibility and identity in accordance with the Immigration Reform and Control Act of 1986. Please also

note that, in accordance with the relevant law, the diocese does not discriminate against applicants on the basis of their citizenship or national origin.)

EDUCATIONAL PREPARATION

NAME AND LOCATION OF SCHOOL OR COLLEGE	FROM MO/YR	TO MO/YR	DEGREE	KIND OF MAJOR		YEAR OF
				SEM HRS	GRAD CREDIT	
ELEMENTARY SCHOOL						
SECONDARY SCHOOL						
COLLEGES & UNIVERSITIES						

TEACHER PREPARATION (Student Teaching)

SCHOOL NAME AND ADDRESS	FROM MO/YR	TO MO/YR	SUBJECTS OR TEACHER GRADES TAUGHT	COOPERATING

**CERTIFICATES
HELD**

STATE	LIFE/TEMPORARY/PROVISIONAL	SPECIFICATION (Subject, K-8, etc.)	DATE ISSUED EXPIRED	DATE

If you are awaiting receipt of certificate, indicate date applied for _____

If you are certified to teach/coordinate religion, indicate issuing diocese and level of certification

TEACHER APPLICATION - DIOCESE OF SPRINGFIELD-CAPE GIRARDEAU

I. Why did you choose teaching as a profession?

II. Why do you want to teach in a Catholic school?

III. How do you view your role as a teacher in a Catholic school?

IV. As a faculty member, how would you contribute to developing a community of faith within the school?

v. How do you see that your life is reflecting the Christian values being fostered in Catholic Schools?

VI. Would you be willing to update your understanding of the Catholic Faith?

Yes _____ No _____

VII. What means do you use to strengthen your own spiritual life?

VIII. What religious experiences do you feel are important to children?

IX. Identify areas of service to the community and Church in which you have recently been involved.

X. List your experiences in working with young people, such as clubs, camps, extra curricular activities, and sports.

PREVIOUS EMPLOYMENT (Please list last employer first)

SCHOOL OR COMPANY NAME AND ADDRESS	FROM MO/YR	TO MO/YR	Admin Position or Subjects/grades taught	ANNUAL FOR LEAVING	REASON SALARY

TEACHING LEVELS/STRUCTURE/SUBJECT AREAS

LEVELS

Preferred	Acceptable	
_____	_____	Pre-K
_____	_____	Kindergarten
_____	_____	Primary
_____	_____	Intermediate
_____	_____	Junior High
_____	_____	Secondary

STRUCTURE

Preferred	Acceptable	
_____	_____	Self-contained
_____	_____	Double grades
_____	_____	Departmental

SUBJECT AREAS

Preferred	Acceptable	
_____	_____	Religion
_____	_____	Language Arts
_____	_____	Math
_____	_____	Science
_____	_____	Social Studies

Preferred	Acceptable	
_____	_____	Art or Music
_____	_____	P.E./Health
_____	_____	Computer Science
_____	_____	Counselor
_____	_____	Librarian
_____	_____	Other Preference

REFERENCES

Give names and addresses of three persons who have knowledge of your work as an educator. Include current employer (or principal if you are now teaching) and your pastor (or leader of your religious community, if applicable). Names of friends and relatives may not be used.

PLEASE PRINT: NAME	ADDRESS AND TELEPHONE #	RELATIONSHIP OR OFFICIAL POSITION TOWARD APPLICANT

LIST MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:

1. Have you at any time been accused of child abuse? (You are required to answer this inquiry whether or not a criminal conviction arose out of the allegation.)

Yes _____ No _____ (check one)

If yes, please provide in detail the date, the place, and an account of the circumstances surrounding each allegation of child abuse.

2. Did any judicial proceeding arise out of the allegations of child abuse?

Yes _____ No _____ (check one)

If yes, please identify the court in which the proceeding was brought and its location, the parties to that proceeding, the docket number of the proceeding, and any judgment or resolution that was entered or reached.

3. Are you under the supervision of any federal, state or local corrections agency as a result of any allegations of child abuse?

Yes _____ No _____ (check one)

4. Have you ever been convicted of or pleaded guilty to a misdemeanor or felony (other than a parking violation)?

Yes _____ No _____ (check one)

If yes, please state the nature of the offense for which you were convicted or pleaded guilty, the date of the conviction or the entering of the plea, the judgment imposed, the court imposing the judgment and its location, and the docket number of the proceeding.

5. Has any surety company ever refused to issue or continue any bond on your behalf?

Yes _____ No _____ (check one)

If yes, please provide in detail the date, the reasons for and the circumstances surrounding the surety company's refusal.

A "yes" response to either of the two preceding questions will not disqualify you from consideration for employment as a teacher in an elementary school of the diocese. A record of a conviction, or a refusal by a surety company to issue or continue a bond on your behalf does not mean that you cannot be hired. The nature and circumstances of any conviction or bond refusal, how long ago either occurred, and other factors, including the relationship of the conviction or bond refusal to the position for which you are applying, are all important in the employment consideration. Thus, please provide a complete response to these questions so that an appropriate decision can be made.

" I hereby certify that all information included herein is complete and accurate. I understand that a misstatement of fact would be grounds for my discharge. I authorize investigation of all statements contained herein and release all parties from all liability for any damage that may result from furnishing same to you."

Date _____

_____ (Official Signature)

The Diocese of Springfield-Cape Girardeau provides and promotes equal employment opportunities for all persons without regard to race, color, age, sex, national origin or citizenship, as provided by federal law

Send completed application directly to the school to which you are applying.