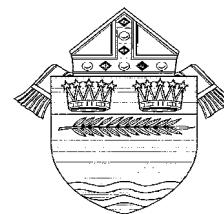


**OFFICE OF CATHOLIC SCHOOLS  
DIOCESE OF PALM BEACH**



**TEACHER APPLICATION**

**SECTION 1. PERSONAL DATA**

**GENERAL INSTRUCTIONS:**

You are requested to fill in all the blanks. For all sections, if added space is needed, please attach additional sheets.

Family Name                      First                      Middle                      Social Security Number

Maiden Name                      Religious Name if different from above

Full Name of Religious Community and Initials (if applicable)                      City & State of Provincialate

Home Address: No., Street, City, State, Zip                      Home Telephone

Work Address:    School/Firm, No., Street, City, State, Zip                      Work Telephone

U. S. Citizen \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Religion \_\_\_\_\_ Church Attended: \_\_\_\_\_  
Name and address

\_\_\_\_\_

Pastor \_\_\_\_\_

**SECTION 2. EDUCATIONAL/PROFESSIONAL TRAINING**

Note: An official transcript of record from each institution of higher education attended must be sent to the Office of Catholic Schools.

| Name and Location of School | Dates Attended | Date Graduated           |                        |
|-----------------------------|----------------|--------------------------|------------------------|
| Elementary                  |                |                          |                        |
| High School                 |                | Diploma or Degree        |                        |
| College                     |                |                          | Nature of Studies      |
|                             |                |                          | Major    Minor         |
|                             |                |                          |                        |
| Graduate School             |                | No. of Credits    Degree | Area of Specialization |
|                             |                |                          |                        |
|                             |                |                          |                        |



What grade level or subjects are you qualified or certified to teach? \_\_\_\_\_

What is your preference as to school or location (county/area) in which to teach? \_\_\_\_\_

Are you interested in substitute teaching? \_\_\_\_\_ Yes \_\_\_\_\_ No

Check any of the following which you are able to direct or coach successfully.

- \_\_\_ Debate \_\_\_ Oratorical Contests \_\_\_ School Paper/Yearbook \_\_\_ Basketball \_\_\_ Track \_\_\_ School Plays \_\_\_ Band  
\_\_\_ Choir \_\_\_ Tennis \_\_\_ Football \_\_\_ Calisthenics \_\_\_ Soccer \_\_\_ Wrestling \_\_\_ Swimming \_\_\_ Arts & Crafts  
\_\_\_ Science or Mathematics Competition \_\_\_ Playground Activities \_\_\_ Service Programs \_\_\_ After School Care

**OTHER EXPERIENCE:** List all full-time non-educational experience during the past five years, whether or not it has pertinence for a position in education. Include U.S. military service and type of military discharge and any former employment with an agency of the Diocese. List the most recent first.

| 1. Employer<br>2. Address, City, State | Date Employed<br>Month Year | 1. Title & Type of Work<br>2. Name & Title of Supervisor | Specific Reason For Leaving |
|--|-----------------------------|--|-----------------------------|
| 1.                                     | From                        | 1.   |                             |
| 2.                                     | To                          | 2.   |                             |
| 1.                                     | From                        | 1.   |                             |
| 2.                                     | To                          | 2.   |                             |
| 1.                                     | From                        | 1.   |                             |
| 2.                                     | To                          | 2.   |                             |
| 1.                                     | From                        | 1.   |                             |
| 2.                                     | To                          | 2.   |                             |

Phone number of most recent employer: \_\_\_\_\_

What academic or professional honors have you received? \_\_\_\_\_

Add by letter any additional information that will give us a more complete estimate of your training, experience, character and ability. Copies of testimonials in your possession may be included.

**SECTION 4. REFERENCES**

Give at least three current references, including your present employer and/or principals under whom you have taught, who have first-hand knowledge of your character, personality, scholarship and teaching ability. (Please do not include immediate family members as references.)

REFERENCES:

|    | NAME | ADDRESS | PHONE | POSITION |
|----|------|---------|-------|----------|
| 1. |      |         |       |          |
| 2. |      |         |       |          |
| 3. |      |         |       |          |

How soon will you be available? \_\_\_\_\_ How long will you be available? (final date) \_\_\_\_\_

If under contract, when are you required to sign next year's contract? \_\_\_\_\_

Reasons for leaving your present (or most recent) employment: \_\_\_\_\_

If you have placement papers on file with a placement bureau or college placement office, give its full name and address.

**SECTION 5. PERSONAL INFORMATION**

1. Have you ever for any reason been suspended, dismissed or asked to resign an educational position?  no  yes
2. Have you ever had a teaching certificate denied, suspended or revoked by any state, or is there any action pending against a certificate or application from another state?  no  yes
3. Have you ever failed or refused to fulfill an employment contract with any school?  no  yes
4. Have you ever been found guilty of immoral conduct or dismissed from any teaching position for immoral or unprofessional conduct or for unfitness for service?  no  yes
5. Have you ever been convicted, found guilty, or entered a plea of nolo contendere (no contest) to a crime, other than a traffic violation?  no  yes
6. Is there anything that will prevent you from performing the essential functions of the position for which you are applying with or without reasonable accommodation?  no  yes

Explain any "yes" answers on an attached statement.

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Documents submitted with this application become the property of the Office of Catholic Schools and will not be returned.

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**STATEMENT:** The Diocese of Palm Beach is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, sex or national origin.

**STATEMENT:** I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the Office of Catholic Schools to make any investigation of my background deemed necessary and to share all the information contained herein with any pastor or principal in the Diocesan school system who might be interested in considering me for a teaching position in said system. I understand and agree that the Office of Catholic Schools or the schools of the Diocese of Palm Beach shall have the right at any time after my termination to furnish information to others regarding my employment.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

This application will be placed on file for consideration when vacancies occur. It should be complete and accurate in every detail. When your application has been found acceptable by the Office of Catholic Schools, a brief resume of your application information and credentials will be circulated to all school principals in the Diocese. Upon their request, your application and credentials will be made available to the principals who will contact you directly if they have an opening in your field of preparation and/or experience.

**MAIL TO THE OFFICE OF CATHOLIC SCHOOLS, P. O. BOX 109650, PALM BEACH GARDENS, FL 33410-9650:**

1. Application
2. Official copy of all college transcripts
3. Three current references will be requested by Office of Catholic Schools, based on information given in this Application.

**APPLICATION, TRANSCRIPTS AND REFERENCES ARE REQUIRED TO ACTIVATE YOUR FILE.**

Note: Applications are maintained on file for one year.

02/2001