

Dear Applicant:

Thank you for inquiring about teaching opportunities in the Catholic schools of the Diocese of Palm Beach. We appreciate your interest. In order to expeditiously process your application, we ask that you follow the procedures listed below:

- 1. The application form should be filled out completely and returned to this office by mail or in person.**
- 2. Please arrange for an official copy of your college transcripts to be forwarded to this office.**
- 3. If you hold or did hold a teaching certificate, please send a copy of the certificate to this office.**
- 4. Our office will send personal/professional reference forms to the three persons of your choice whom you have listed in Section 4 of the application. Please be sure their names, complete addresses and telephone numbers are legible. It is suggested that your present employer be listed among the references.**

Your application will not be activated until an official copy of your transcripts and completed forms from your references have been received by the Office of Catholic Schools.

Once the above stipulations have been met and your application has been found acceptable by the Office of Catholic Schools, a brief synopsis of your application information and credentials will be circulated to all school principals in the Diocese of Palm Beach. The application and credentials will then be filed in the Office of Catholic Schools and made available to school principals upon their request. Applications will be maintained on file for one year.

The interviewing and hiring of teachers is done locally at each individual school. The school will contact your pastor and present/former employer by telephone as part of the application process. Before employment you must submit to a pre-hire employment background search. Contract, salary, etc. should be discussed with the employing Pastor and/or Principal.

## **REQUIREMENTS TO TEACH IN THE DIOCESE OF PALM BEACH**

1. A teacher must hold at least a Bachelor Degree from an accredited college or university.
2. A teacher must have a current and valid Florida State Teaching certificate or the equivalent acceptable to the Southern Association of Colleges and Schools, and/or the Florida Catholic Conference Accreditation Committee. If a teacher does not have such a certificate, he/she must be certifiable and, upon employment, make application for certification through the Office of Catholic Schools.
3. To be hired in a Catholic school in the Diocese, a teacher must be certified or certifiable in the field in which he/she is employed to teach.
4. A teacher must complete a pre-hire background search before being hired. The prospective employee may then be offered a contract contingent upon the completion of the final fingerprint process, either for state certification or VECHS.

**IF YOU HAVE ANY QUESTIONS REGARDING THE APPLICATION PROCESS, PLEASE**

**CONTACT THE OFFICE OF CATHOLIC SCHOOLS**

**561-775-9547**

**or email: [catholicschools@diocesepb.org](mailto:catholicschools@diocesepb.org)**