



Application for Professional Employment

Teacher/Principal

Catholic Diocese of Springfield in Illinois

The Catholic Pastoral Center, parish, school or agency to which you are applying appreciates your willingness to share your faith, gifts and skills. Providing safe and secure environment for our members is important to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. Thank you for your interest in employment with the Diocese of Springfield in Illinois. Please read the statements below, date and sign.

I understand and agree that:

1. Any material misrepresentation or deliberate omission of facts on my application will be justification for refusal of employment, or if employed, termination from employment.
2. If requested by those in authority I agree to submit to search of my person, any locker that may be assigned to me, any coats, handbags or packages, and waive all claims for damages as a result of such examination.
3. If a contingent offer of employment is made to me, I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the essential duties of a job I am being considered for prior to employment or in the future during my employment. Provided state law permits, I further agree to submit to alcohol and/or drug screening tests if requested of me at any time prior to or during my employment.
4. I hereby authorize the parish, school, agency or institution, in the Diocese of Springfield in Illinois, where I am applying may now, or at any time while employed conduct a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers or oral interviews and obtain additional information relating to my background. I authorize all schools, companies, corporations, law enforcement agencies to supply information concerning my background including but not limited to criminal records, motor vehicle records, education and employment verification, (past and present), reference checks and military service verification. I specifically waive written notice of such disclosures from my former employers. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
5. I agree to observe all of the guidelines and policies for the parish, school, agency or institution in the Diocese of Springfield in Illinois where I am applying.
6. I understand that the parish, school, agency or institution in the Diocese of Springfield in Illinois has a zero tolerance for abuse and takes all allegations of physical or sexual abuse seriously. I further understand that the parish, school, agency or institution in the Diocese of Springfield in Illinois cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.
7. I understand that this is an application for employment and that no employment contract is being offered and that if I am employed, such employment is for no definite period of time. I further understand that wages, benefits, job responsibilities, work schedules and any other conditions may change at any time without my prior consent. I understand that this application is good only for ninety, (90), days from today's date. If I still desire a position after this application expires, it will be my responsibility to fill out a new application. Otherwise I will not be considered for employment after this application expires.
8. I understand I can withdraw from the application process at any time.

I have read and understood the above statement.

Signature _____ **Date:** ____/____/____

Applicants for Professional Employment – Teacher/Principal

Catholic Diocese of Springfield in Illinois

IMPORTANT: Please Take Extra Care To Make Your Entries Very Clear and Easy to Read.

| | | | | |
|--------------------------------------|-------|--|---|---|
| Name(Please Print): | | | | |
| Last | First | MI | | |
| | | <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Maiden and/or Former Name(s) | | Social Security Number | | |
| | | | | MO Day YR / / |
| Drivers License # | State | Email (Home) | Today's Date | |
| | | | | |
| Current Address | | City | State | Zip Code County |
| How Long have you lived there? _____ | | Why did you move? | | |
| | | | | |
| Last Address | | City | State | Zip Code County |
| Home Phone: () | | Work Phone: () | Cell Phone: () | |

Do you have access to transportation which will enable you to get to and from work? Yes No

Have you applied here before? Yes No If yes, what year? _____

Answer only if box is checked What religion do you practice? _____

If you are not of the Catholic faith what is the name of your Church? _____ Are you an active member?
 Yes No

Are you a member of a Catholic parish?

Yes No

If yes list the name of the parish: _____

How long have you been a member: _____ months/years

Please indicate if you are: An existing employee for this parish, or
 Not currently an employee, but applying to become an employee.

Name of Religious Order (For religious sisters, brothers, priests): _____

What position are you seeking: Teacher Principal

Date Available for Employment: ___/___/___ Salary Requirement \$ _____ Per _____ Hr Wk Mo Yr

Applicants for Professional Employment – Teacher/Principal

What interests you about the position:

What has prepared you for the position:

Were you previously employed by the Diocese in any Catholic parish or school or other Catholic Agency? Yes No
Are you seeking employment within a specific parish/geographical area? If yes, list below Yes No

If available, would you be open to other parish/geographical areas? Yes No

Have you been convicted or plead guilty to a misdemeanor or any offense that involves embezzlement, fraud, stealing, robbery, violence or physical or sexual assault, abuse, neglect or misconduct in any form? Yes No If yes, explain _____

Have you been convicted or plead guilty to a felony within the last ten years Yes No If yes, explain _____

*While a conviction record is considered, it is not automatic grounds for rejecting an application for employment. Circumstances surrounding the conviction are considered.

Do you have any commitment to another employer that might affect your employment with the parish, school, agency or institution in the Diocese of Springfield in Illinois? Yes No

Are you currently eligible to work in the United States? Yes No Are you under 18 years old? Yes No

Are you presently employed? Yes No In the last ten years, how many times have you been fired or asked to resign?

Over 10 times 6-10 times 4-5 times 2-3 times Once Never Describe all job situations in which you were fired or asked to resign: (If more room is needed, please use the back of the application)

| Education | Name & Location | Years Completed | Major Course | Degree | Grade Point Average | Grade Point Scale |
|-------------------|-----------------|-----------------|--------------|--------|---------------------|-------------------|
| High School | | | | | | |
| College | | | | | | |
| College | | | | | | |
| Post Grad | | | | | | |
| Business or Trade | | | | | | |

List all employment in the last 10 years regardless of length of employment, *starting with the most recent or current*. Explain any gaps in employment in the section provided. If more space is needed please provide a separate sheet of paper.

| | | | |
|---|------------------------|--------------------|---------------------------|
| Started ____/____/____ | Employer Name | City & State | Immediate Supervisor Name |
| Ended ____/____/____ | Position Held | Reason for Leaving | |
| May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No | | Phone No. : () | |
| Beginning Rate of Pay: \$ | Ending Rate of Pay: \$ | | |
| Started ____/____/____ | Employer Name | City & State | Immediate Supervisor Name |
| Ended ____/____/____ | Position Held | Reason for Leaving | |
| May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No | | Phone No. : () | |
| Beginning Rate of Pay: \$ | Ending Rate of Pay: \$ | | |
| Started ____/____/____ | Employer Name | City & State | Immediate Supervisor Name |
| Ended ____/____/____ | Position Held | Reason for Leaving | |
| May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No | | Phone No. : () | |
| Beginning Rate of Pay: \$ | Ending Rate of Pay: \$ | | |
| Started ____/____/____ | Employer Name | City & State | Immediate Supervisor Name |
| Ended ____/____/____ | Position Held | Reason for Leaving | |
| May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No | | Phone No. : () | |
| Beginning Rate of Pay: \$ | Ending Rate of Pay: \$ | | |

| Certificate | State | Certificate No. | Type | Grade Level(s) | Expiration Date |
|----------------|-------|-----------------|------|----------------|-----------------|
| Teaching | | | | | |
| Administrative | | | | | |

| Other Teaching/Administrative Certificates | State | Type | Date |
|--|-------|------|------|
| | | | |
| | | | |

Student Teaching:

| State | Subject Area | Dates |
|-------|--------------|-------|
| | | |
| | | |

Teachers - Preferences: List all positions which you are qualified to hold and wish to be considered for, in order of preference.

| Grade Level | Subject/Specialty | Indicate full or part-time |
|-------------|-------------------|----------------------------|
| | | |
| | | |
| | | |

Additional Skills or Qualifications (professional administrative training, certification and experience, Catholic school experience—attendance, teaching or administration, religious education training or experience)

Referral Source: Advertisements Employee Relative Government Employment Agency Walk-in
 Private Employment Agency Other _____

References: Professional/Academic - List three recent academic or professional references (include your immediate supervisor)

Reference Name _____

Address: _____

Daytime Phone: _____ How long have you known this person? _____

Has this person agreed to provide a reference? Yes No

Reference Name _____

Address: _____

Daytime Phone: _____ How long have you known this person? _____

Has this person agreed to provide a reference? Yes No

Reference Name _____

Address: _____

Daytime Phone: _____ How long have you known this person? _____

Has this person agreed to provide a reference? Yes No

Reference Name _____

Address: _____

Daytime Phone: _____ How long have you known this person? _____

Has this person agreed to provide a reference? Yes No

Expectations of both Catholics and Non-Catholics:

In this age of ambiguity, we want to be very clear about our Church affiliation requirements for teaching in a Catholic school. To meet Church affiliation requirements we are asking you to complete this form as a part of your application process. Please note, the requirements for employment include, but are not limited to, the standards referred to in the questionnaire. If you are called for an interview, other areas will be explored. The employer will also want to discuss the level of your knowledge of and commitment to your faith.

Standards necessary to teach in a Catholic school in the Catholic Diocese of Springfield in Illinois include but are not limited to the following expectations:

- ◆ Conduct and lifestyle which is consistent with Catholic moral standards and avoiding those which are inconsistent, keeping in mind all human beings are to be accepted with respect, compassion and dignity in accordance with the catechism of the Catholic church. For example: remarriage without annulment, co-habitation without valid marriage, and practicing or avowed homosexuality are not acceptable.
- ◆ Living a moral life either as a single person or being validly married and observing fully the obligations of that state of life.
- ◆ Willingness to be part of the faith community of the school (i.e. attend liturgies and pray with students and staff).
- ◆ Understanding Catholic moral standards and doctrine and supporting them when called to do so
- ◆ Understanding and accepting Catholic social justice teachings and supporting them when called to do so.
- ◆ Teaching or advocating Scriptural interpretations consistent with the teaching of the Catholic Church and avoiding those which are inconsistent.
- ◆ Teaching or advocating a moral stance consistent with Catholic teachings and avoiding those which are inconsistent: For example: teaching or advocating abortion, sterilization or contraceptive techniques is not acceptable.
- ◆ Public dissent from any official teaching of the Catholic Church is not acceptable.
- ◆ Willingness to promote the Catholic faith development of the students.

ADDITIONAL EXPECTATIONS OF CATHOLICS:

- ◆ Conduct and lifestyle which are consistent with Catholic doctrine (as well as morality) and avoiding those which are inconsistent.
- ◆ Regular attendance at Sunday liturgy and financial support of one's parish.

Are you willing to abide by these stipulations?_____

Signature

Date _____