

Diocese of Monterey, California

TEACHER APPLICATION

This application must be filled in completely and accurately. Official transcripts from all institutions of higher learning attended must also be submitted.

I. PERSONAL INFORMATION: (Please type or print)

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_
Last First Middle Religious
Community (if applicable)

Present Address: \_\_\_\_\_
Street City State
Zip

Permanent Address: (if different from present address)
Street City State
Zip

Home Phone Number: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_
Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_ Parish: \_\_\_\_\_

Date Available for Employment: \_\_\_\_\_



Have you ever been employed by or volunteered for the Catholic Schools of the Diocese of Monterey?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please complete:

Name of school(s):

- School \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
School \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Can you perform the essential functions required for the teacher's position with or without reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, describe the function(s) that cannot be performed: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Please check your response:

- |           |   |            |       |
|-----------|---|------------|-------|
|           |   | <b>Yes</b> |       |
| <b>No</b> |   |            |       |
| 1.        | Can you, after employment, submit verification of your U.S. citizenship or proof of your legal right to live and work in the United States?                             | _____      | _____ |
| 2.        | Do you have knowledge of Catholic doctrine?   | _____      | _____ |
| 3.        | Are you willing to teach and administer in accordance with Catholic doctrine and uphold the teachings of the Catholic Church?   | _____      | _____ |
| 4.        | Do you understand that policies of the Diocese of Monterey require you to undergo a criminal record summary even if you possess a valid California teaching credential? | _____      | _____ |

**II. EMPLOYMENT AND TEACHING PREFERENCES**

<u>Employment (Mark 1<sup>st</sup> to 3<sup>rd</sup> Choices)</u>	<u>Grade Level (Mark CREDENTIAL areas)</u>	<u>Areas</u>
Full-time _____	Preschool _____	Other _____
Part-time _____	Primary (K-2) _____	willing to teach, direct, _____
Substitute _____	Intermediate (3-5) _____	_____
	Junior High (6-8) _____	_____
	Secondary (9-12) _____	_____

**III. PROFESSIONAL/EDUCATIONAL INFORMATION**

**INSTITUTIONS OF HIGHER LEARNING ATTENDED**  
(List in reverse chronological order, i.e. most recent first)

University Name Credits: Quarter Hours	Location (City/State)	Attended From ____	To ____	Credits: Semester Hours

**DEGREES ATTAINED**  
(List in reverse chronological order, i.e. most recent first)

Degree	Date	College/University	Major	Minor
		Page 2 of 5	October 1, 2007	

**ADMINISTRATIVE EXPERIENCE**

(List in reverse chronological order, i.e. most recent first)

Dates Leaving From__ To__	Full or Part Time	Name of School (Include City/State)	Supervisor (Name/Phone)	Position Held	Reason For

**III. PROFESSIONAL/EDUCATIONAL INFORMATION (continued)**

**TEACHING EXPERIENCE**

(List in reverse chronological order, i.e. most recent first)

Dates Leaving From__ To__	Full or Part Time	Name of School (Include City/State)	Supervisor (Name/Phone)	Grades and/or Subjects Taught	Reason For

**OTHER EMPLOYMENT**

(List employment experience, exclusive of teaching, in reverse chronological order, i.e., most recent first)

		Page 3 of 5		October 1, 2007
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Dates Leaving From\_\_ To\_\_      Full- or Part-Time      Name/Address of Employing Firm/Organization      Supervisor (Name/Phone)      Position & Nature of Duties      Reason for

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**CREDENTIAL(S)**

(List Administrative/Teacher Credential/s Held)

Title	State of Issuance	Date of Issue	Date of Expiration

If no California credential is listed, are you eligible for one?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If you are applying for a preschool position, list the number and description of Early Childhood Education (ECE) credits:

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**Please check:**

- Yes      No
- \_\_\_      \_\_\_ If you are presently employed, may we contact your present employer to confirm your work record?
- \_\_\_      \_\_\_ Have you ever had a credential denied, suspended, or revoked?
- \_\_\_      \_\_\_ Have you ever left a regular teaching or administrative position during the year?
- \_\_\_      \_\_\_ Have you ever for any reason been suspended, dismissed or asked to resign a teaching or administrative position?
- \_\_\_      \_\_\_ Have you ever been convicted of a felony or a misdemeanor, (Convictions for marijuana related offenses that are more than two years old need not be listed.)

\_\_\_\_ Have you ever been convicted of a felony, misdemeanor, or any offense involving child abuse/molestation?

If you answered **yes** to any of the last five questions, please attach an explanation. If **yes** to a conviction, please provide the nature of the crime(s), when and where convicted as well as the disposition of the case. *(A conviction will not necessarily disqualify an applicant from employment.)*

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**IV. REFERENCES**

Names of Placement Office and College/University from which you have requested your official transcripts, credential(s), reference or placement files be sent directly to the school(s):

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**PROFESSIONAL REFERENCES**

List full name, address, city, state and telephone number of at least three references – persons not related to you who have knowledge of your work performance. If you have had administrative and teaching experience, name the immediate supervisor(s) with whom you have worked within the last eight years.

Name of Years with Reference	Address (City/State)	Phone Numbers	Position	Number Associated

- I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission, statement, misstatement and/or information which is found to be false or misleading on this application or any document used to secure employment may be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
- I hereby authorize the Diocese of Monterey to thoroughly investigate my past and present work, character, military background, criminal history, references, work record, education and other matters related to my suitability for employment. I further authorize the references I have listed to disclose to the Diocese of Monterey any and all letters, reports and other information related to my work records without giving me prior notice of such disclosure. In addition, I hereby release the Diocese of Monterey, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I also agree to supply additional information as required.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_