

**APPLICATION GUIDELINES FOR A POSITION
IN THE DIOCESE OF LAREDO CATHOLIC SCHOOLS**

1. Complete the appropriate application.
2. Request and attach official transcripts from all accredited institutions attended (or U.S. Equivalency if your degree was received outside of the U.S.)
3. Submit a copy, front and back, of your teaching certificate. If a teacher certificate has not yet been processed, a letter from your college or university certification officer is required.
4. Copy of your teacher service record, if applicable.
5. Your application and documents become the property of the Diocese of Laredo Catholic Schools.
6. Submission of your application authorizes the Catholic Schools Office and any Diocese of Laredo hiring school principal to contact the references listed on the application.
7. The interview process is conducted by the hiring principal.
8. Salary arrangement is made with the hiring principal.
9. Employment is contingent upon the completion of a criminal background check.
10. Your application will remain on file for one year.

All Catholic schools in the Diocese of Laredo are accredited through the Texas Catholic Conference Accreditation Commission and are members of the National Catholic Educational Association.

Please forward your finished application to:

Diocese of Laredo
Catholic Schools Office
1201 Corpus Christi St
Laredo, TX 78040
Phone: 956.753.5208
Fax: 956.753.5203



**DIOCESE OF LAREDO
CATHOLIC SCHOOLS OFFICE
1201 Corpus Christi St.
Laredo, TX 78040**

TEACHER/PROFESSIONAL STAFF APPLICATION

Please complete application in full, if something does not apply to you simply state N/A (not applicable) and do not state "see resume" on any part of the application. Incomplete applications will not be considered.

Name: _____
Last, First Former Middle

Address: _____
Street City State Zip

Telephone: (H) _____ (W) _____ (C) _____

Social Security Number: _____ - _____ - _____ E-Mail: _____

Religion: _____ Parish/Church: _____

Address: _____ City/State/Zip: _____

Name of Pastor/Minister: _____ Telephone: _____

PLEASE SUBMIT A RESUME AND AN OFFICIAL TRANSCRIPT

WORK PREFERENCE

Subject Preference(s): _____ Grade Preference(s): _____

Position Applying for: _____ Full-time _____ Classroom Teacher _____ Substitute Teacher
(Check all that apply)

___ Part-time ___ Librarian ___ Counselor ___ Special Education ___ Other: List _____

Certification: _____
State Type Expiration Date Number

Date Available for Employment: _____

EDUCATION/PROFESSIONAL BACKGROUND: *Please complete this section and attach additional sheets as needed.*

Name of High School: _____

Address: _____ City/State/Zip _____

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

List any additional special skills, technical or professional knowledge which you may have:

Honors, Certification or Endorsements: _____

Semester Hours: ____ Science ____ Mathematics ____ History ____ Language Arts ____ Theology/Religion
____ English ____ Social Studies

List additional subjects (12 or more semester hours): _____

STUDENT TEACHING:

School: _____ Location: _____

Supervisor/Teacher: _____ Grade Level(s): _____

School: _____ Location: _____

Supervisor/Teacher: _____ Grade Level(s): _____

WORK EXPERIENCE: *List all current and previous positions in chronological order starting with the most recent. Please complete this section and attach additional sheets as needed.*

Employed From (Mo./Yr.): _____ To: _____

Name of School/Employer: _____

Address: _____ City/State: _____

Name of Principal/Supervisor: _____ Phone Number: _____

Grade/Subject(s) Taught: _____

Work Performed: _____

Department: _____ Your Title: _____

Reason for Leaving: _____

Employed From (Mo./Yr.): _____ To: _____

Name of School/Employer: _____

Address: _____ City/State: _____

Name of Principal/Supervisor: _____ Phone Number: _____

Grade/Subject(s) Taught: _____

Work Performed: _____

Department: _____ Your Title: _____

Reason for Leaving: _____

Employed From (Mo./Yr.): _____ To: _____

Name of School/Employer: _____

Address: _____ City/State: _____

Name of Principal/Supervisor: _____ Phone Number: _____

Grade/Subject(s) Taught: _____

Work Performed: _____

Department: _____ Your Title: _____

Reason for Leaving: _____

Employed From (Mo./Yr.): _____ To: _____

Name of School/Employer: _____

Address: _____ City/State: _____

Name of Principal/Supervisor: _____ Phone Number: _____

Grade/Subject(s) Taught: _____

Work Performed: _____

Department: _____ Your Title: _____

Reason for Leaving: _____

REFERENCES: *Should include, but not limited to, professional, religious, and personal references.*

NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE NUMBER: _____ RELATIONSHIP: _____

NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE NUMBER: _____ RELATIONSHIP: _____

NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE NUMBER: _____ RELATIONSHIP: _____

PLEASE ANSWER THE FOLLOWING:

- 1) Have you previously filed an application with the Catholic schools of this Diocese? _____ Yes _____ No
- 2) Do you support the teachings of the Catholic Church? _____ Yes _____ No

3) If hired, can you provide documents required to establish your eligibility to work in the United States?

_____ Yes _____ No

4) Have you been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony? _____ Yes _____ No

(Conviction will not necessarily disqualify applicant from employment; however, a false statement will.)

If yes, please explain in concise detail on a separate sheet of paper the dates and nature of the offense(s), the name(s) and location(s) of the court(s), and the disposition of the case(s). Please sign and date your statement.

PLEASE ANSWER THE FOLLOWING: *If you need more space, please attach separate sheet.*

What are the strengths you bring to your profession (teacher, nurse, librarian, etc.): _____

Why have you chosen to apply for a position in a Catholic school? _____

List Professional Growth: (Workshops, Seminars, Courses, Presentations, etc.): _____

The Catholic Schools of the Diocese of Laredo promote a Catholic philosophy of life, attempt to create a Catholic Christian atmosphere in the schools, and teach a Catholic Christian value system. All faculty members are expected to play an integral part in creating and maintaining a Catholic Christian atmosphere and in promoting Catholic Christian values. Do you feel that you would be capable of functioning effectively in this situation and are you comfortable in these expectations? _____ Yes _____ No

PLEASE INITIAL EACH OF THE STATEMENTS BELOW:

_____ I hereby authorize the Diocese of Laredo to conduct a personal and professional background check for the purpose of this application. The Diocese of Laredo may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the Diocese of Laredo's contact with the individuals for purpose of employment or volunteer services.

_____ I understand that a criminal background check will be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

_____ I waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understand the above stated information within this release and am signing of my own free will.

_____ I agree to observe all of the Diocese of Laredo guidelines and policies for the program in which I am applying.

_____ I understand the Diocese of Laredo has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Diocese of Laredo 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.

_____ I understand that I can withdraw from the application process at any time.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial of the application to provide employment and/or volunteer services.

_____ I will notify my parish, school, or agency and the Business Office of the Diocese of Laredo if arrested or charged as well as if convicted.

I certify that all information provided by me and all statements contained herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I voluntarily give the Diocese of Laredo the right to make a thorough investigation of my current and former employment, activities, and to perform a background check. I further release from all liability or responsibility all persons, companies or corporations supplying such information.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and me in writing.

In the event of employment or consideration for employment, I understand that false or misleading information given in my application or interview(s), or omission of any information may result in discharge or grounds for refusal to hire. I understand, also, that I am required to abide by all rules and regulations of the employer. I understand that as a condition of employment I will be required to complete and sign the necessary forms to comply with the Ethical Policies of the Diocese of Laredo. I fully understand and agree that, if I am employed, my employment is for no definite period of time and may be terminated at any time by either the Diocese of Laredo or me.

Signature of Applicant

Date

FEDERAL AND STATE ANTI-DISCRIMINATION

The Catholic Schools of the Diocese of Laredo shall comply with appropriate federal and state laws and regulations prohibiting discrimination, to the end that no persons shall on grounds of race, color, national or ethnic origin be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination in employment recruitment or selection, whether part-time or full-time or in any educational program, employment, or activity operated by the school.

Applications of qualified applicants will be placed on file for consideration as vacancies occur. Applications shall be kept for a year, after which application will be destroyed and the applicant must re-apply