



# 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  
 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 \_\_\_\_\_