

## OFFICE OF CATHOLIC SCHOOLS DIOCESE OF PALM BEACH

## **Teacher Application**

		Арр	licant	t Information		
Full Name:	Last		Fir	st	M.I.	Date:
	Maiden Name					
Address:	Street Address					Apartment/Unit #
	City				State	ZIP Code
Phone:				Email		
Work Address:						
	Street Address					
	City				State	ZIP Code
Religion:	Church Attended Name and Address:					
Pastor:				<u></u>		
Date Available:						
Position App	plied for:					
Do you have the Diocese	e a location preference within ?	YES	NO	If yes, where?		
Are you lega United State	ally entitled to work in the es?	YES	NO			
Have you e	ver worked for the Diocese of	YES	NO	If yes, when?		

		Educati	on/Profes	ssiona	ıl Trair	ning		
Elementary:			Address:					
From:	To:	Did you	graduate?	YES	NO	Date:		
High School:								
From:	To:	Did you	graduate?	YES	NO	Diploma:		
College:			Address:					
From:	To:	Did you	graduate?	YES	NO	Degree:		
Other:			Address:					
From:	To:	Did you	graduate?	YES	NO	Degree:		
Certification:			State/Typ					
Subject:	Cert. No.:			Date Issue			Expiration	1:
Certification:			State/Typ					
Subject:	Cert. No.:_			Date lssue			Expiration	1:
Religious Education	on Courses:							
		Area	I	nstitutio	n		No. of Hours	Date
		Area	I	nstitutio	on		No. of Hours	Date
		Area	I	nstitutio	on		No. of Hours	Date
Other Educational within the last 5 year	•	•			ships, ç	grants, sum	nmer programs	participated in
Program/Area		Sponsor/Institu	tion		Date	(	Cert. of Comple	etion/Hrs. of Credit
Program/Area		Sponsor/Institu	tion		Date	(	Cert. of Comple	etion/Hrs. of Credit
Program/Area		Sponsor/Institu	tion		Date		Cert. of Comple	etion/Hrs. of Credit

## Educational Work Experience Teaching Experience: List all educational employment below, starting with your most recent position. School: Phone: Address: Supervisor:\_\_\_\_ Job Title: Responsibilities: \_\_\_\_\_ To:\_\_\_\_ Reason for Leaving: From: YES NO May we contact your previous supervisor for a reference? Phone: School: Supervisor: Address: Job Title: Responsibilities: \_\_\_\_\_ To: Reason for Leaving:\_\_\_\_\_ From: YES NO May we contact your previous supervisor for a reference? School: Phone: Address: Supervisor: Job Title: Responsibilities: \_\_\_\_\_ To:\_\_\_\_ From: Reason for Leaving: YES NO May we contact your previous supervisor for a reference? Please identify any lapses of time when you were not working. Explain:

## Other Work Experience List all non-education experience during the past five years, whether it has pertinence for a position in education. List the most recent first. Company: Phone: Supervisor: Job Title:

Job Title:					
Responsibili	ties:				
From:	To:	Reason fo	r Leaving:_		
May we con	tact your previous supervisor for a reference?	YES	NO		
Company:				Phone:	
Address:				Supervisor:	
Job Title:					
Responsibili	ties:				
From:	To:	Reason fo	r Leaving:_		
May we con	tact your previous supervisor for a reference?	YES	NO		
Military Service					

	Military Service		
Branch:	From:	To:	
Rank at Discharge:	Duties Performed:		

Refere	nces		
Please list three professional references.			
Full Name:			Relationship:
Company:			Phone:
Address:			
Full Name:			Relationship:
Company:			Phone:
Address:			
Full Name:			Relationship:
Company:			Phone:
Address:			_
Personal In	formati	on	
1. Has a criminal, civil or internal complaint to management or supervisors at places of employment ever been filed against you which alleged sexual misconduct, harassment or child abuse by you, or your participation in or facilitation of such activities?	Yes	No	If yes, please explain.
2. Have you ever had a teaching certificate denied, suspended, or revoked by any state, or is there any action pending against a certificate or application from another state?	Yes	No	If yes, please explain.
3. Have you ever failed or refused to fulfill an employment contract with any school?	Yes	No	If yes, please explain.
4. Have you ever been convicted, found guilty, or entered a plea of nolo contendere (no contest) to a crime, other than a traffic violation?	Yes	No	If yes, please explain.
5. Have you ever terminated any employment or volunteer service or chosen not to renew or continue any employment or volunteer service, or have you ever had employment/volunteer service terminated, or been subject to any disciplinary action against you for reasons relating to allegations of sexual misconduct or child abuse by you?	Yes	No	If yes, please explain. Please include in your explanation the date, nature and place of the occurrence(s) or allegation(s); and the disposition of the matter(s). Also identify your employer and supervisor at the time by name, address, and telephone number.
6. Have you ever been reprimanded, investigated, or dismissed from a position, educational or otherwise, for grounds that include or involve immoral conduct, unprofessional conduct, unethical conduct, harassment, including sexual harassment, unfitness for service, etc.?	Yes	No	If yes, please explain incident, and provide name of supervisor, telephone numbers, dates, etc.
7. Have you ever been a defendant in a civil action for an intentional tort, including but not limited to, assault, battery, false imprisonment, rape, etc.?	Yes	No	If yes, please explain.
8. Do you have any relative(s) employed by the Diocese of Palm Beach or any of its entities?	Yes	No	If yes, please indicate the name(s) or relative(s) and the entity at which she is employed:

9. If you are hired for the position for which you have applied, would you be in a supervisory relationship with any member of your family, household, or relative?	Yes	No	If yes, please indicate the name(s) and relationship.			
10. Is there anything that will prevent you from performing the essential functions of the position for which you are applying wi or without reasonable accommodation?	Yes th	No	If yes, please explain.			
Documents submitted with this application become the property of the Office of Catholic Schools and will not be returned.						
STATEMENT: The Diocese of Palm Beach recruits, hi qualifications without being influenced by race, color, medical condition, marital status, sex, age, pregnancy right to be the sole judge of merit, competence and quidecisions based on religious preferences and other reposition with the Diocese and accepting the position, yith the Catholic church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Church as applied by the Bishop of the Diegonal Catholic Catholic Church as applied by the Bishop of the Diegonal Catholic Cath	national origin, an , veteran status o alifications and ca ligious needs, crit ou agree to cond	ncestry, or politica an favor teria or p luct you	physical disability, mental disability, al affiliation. The Diocese reserves the Catholic applicants in all employment policies. In addition, by applying for a			
STATEMENT: I understand that any omission or misro	epresentation of r	material	fact in this application may result in			

I understand and agree that the Office of Catholic Schools or the schools of the Diocese of Palm Beach shall have the right at any time after my termination to furnish information to others regarding my employment.

Diocesan school system who might be interested in considering me for a teaching position in said system.

refusal of or separation from employment. I hereby authorize the Office of Catholic Schools to make any investigation of my background deemed necessary and to share all the information contained herein with any pastor or principal in the

DATE	SIGNATURE	
DATE	SIGNATURE	

This application will be placed on file for consideration when vacancies occur. It should be complete and accurate in every detail. When your application has been found acceptable by the Office of Catholic Schools, a brief resume of your application information and credentials will be circulated to all school principals in the Diocese. Upon their request, your application and credentials will be made available to the principals who will contact you directly if they have an opening in your field of preparation and/or experience.

MAIL TO THE OFFICE OF CATHOLIC SCHOOLS, P. O. BOX 109650, PALM BEACH GARDENS, FL 33410-9650:

- 1. Application
- 2. Official copy of all college transcripts
- 3. Three current references will be requested by Office of Catholic Schools, based on information given in this application APPLICATION, TRANSCRIPTS AND REFERENCES ARE REQUIRED TO ACTIVATE YOUR FILE.

Note: Applications are maintained on file for one year.