

**OFFICE OF CATHOLIC SCHOOLS
DIOCESE OF PALM BEACH**



Teacher Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

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: _____

Date Available: _____

Position Applied for: _____

Do you have a location preference within the Diocese? YES NO If yes, where? _____

Are you legally entitled to work in the United States? YES NO

Have you ever worked for the Diocese of Palm Beach or any of its affiliated entities? YES NO If yes, when? _____

Education/Professional Training

Elementary: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Date: _____

High School: _____ Address: _____

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/Type: _____

Subject: _____ Cert. No.: _____ Date Issued: _____ Expiration: _____

Certification: _____ State/Type: _____

Subject: _____ Cert. No.: _____ Date Issued: _____ Expiration: _____

Religious Education Courses:

Area	Institution	No. of Hours	Date
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Area	Institution	No. of Hours	Date
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Area	Institution	No. of Hours	Date
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Other Educational Experience: Major workshops, seminars, internships, grants, summer programs participated in within the last 5 years (not normally part of a degree program)

Program/Area	Sponsor/Institution	Date	Cert. of Completion/Hrs. of Credit
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Program/Area	Sponsor/Institution	Date	Cert. of Completion/Hrs. of Credit
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Educational Work Experience

Teaching Experience: List all educational employment below, starting with your most recent position.

School: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

School: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

School: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ 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: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Duties Performed: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Personal Information

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|---|-----|----|---|
| <p>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?</p> | Yes | No | If yes, please explain. |
| <p>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?</p> | Yes | No | If yes, please explain. |
| <p>3. Have you ever failed or refused to fulfill an employment contract with any school?</p> | Yes | No | If yes, please explain. |
| <p>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?</p> | Yes | No | If yes, please explain. |
| <p>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?</p> | 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. |
| <p>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.?</p> | Yes | No | If yes, please explain incident, and provide name of supervisor, telephone numbers, dates, etc. |
| <p>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.?</p> | Yes | No | If yes, please explain. |
| <p>8. Do you have any relative(s) employed by the Diocese of Palm Beach or any of its entities?</p> | Yes | No | If yes, please indicate the name(s) or relative(s) and the entity at which he/she is employed: |

