

Diocese of Ogdensburg
Department of Education
Catholic Schools
Application for Teaching

Date _____

General Note to Applicants:

The use of this application form by the Catholic School of the Diocese of Ogdensburg in no way indicates that employment is offered or necessarily will be offered. Eligible applicants may be offered employment by the local school entity, which is the employer of record.

INSTRUCTIONS TO THE APPLICANT:

1. Complete this application in your own handwriting or printing: **DO NOT TYPE**
2. Read carefully the statement on the last page. Sign and return the application to the Catholic School of application
3. To complete the application process: a letter of application, resume, letters of recommendation (see attached), a copy of your certification and transcripts.
4. If you are a recent graduate, your placement file can be submitted.
5. If possible, submit a Pastor's Reference Form (see attached).

PLEASE PRINT:

NAME _____
Last First Maiden Name

ADDRESS _____
Street and Number City State Zip

TELEPHONE _____ SOCIAL SECURITY NUMBER ____ / ____ / ____

RELIGION _____ CHURCH OF ATTENDANCE _____

CITIZENSHIP: ____ CITIZEN ____ NON-CITIZEN
If non-citizen, are you legally eligible for employment in the USA? ____ Yes ____ No

DATE YOU ARE AVAILABLE FOR EMPLOYMENT: _____

I am interested in teaching the following: (Check all areas of interest)

____ Secondary (7-12) Specify Subject _____
Elementary ____ Pre-K ____ K-3 ____ 4-6 Specify Subject Area(s) _____

EDUCATIONAL BACKGROUND

Type of School	Name of School	City and State	Degree Earned	Dates Attended	Date Degree Granted
High School					
College					
Or					
University					
Other					

CERTIFICATION

Please provide us with a **copy** of any certificate or license you have earned.

Subject /Certification Area and State of Origin	TYPE	EFFECTIVE DATE	EXPIRATION DATE
<input type="checkbox"/> NY <input type="checkbox"/> OTHER _____	<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Initial		
<input type="checkbox"/> NY <input type="checkbox"/> OTHER _____	<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Initial		
<input type="checkbox"/> NY <input type="checkbox"/> OTHER _____	<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Initial		
<input type="checkbox"/> NY <input type="checkbox"/> OTHER _____	<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Initial		

GENERAL INFORMATION

- Month, day, and year available for employment _____ Are you under contract? ___ No ___ Yes
- If yes, where? _____
- If presently employed, why do you wish to change? _____
- If under contract, can you be released if you are offered another position? ___ No ___ Yes
- If not under contract, have you ever held a continuing contract in a Catholic School of the Diocese? ___ No ___ Yes
- If yes, give school and date(s) _____
- Have you ever been refused tenure or a continuing contract? (If yes, explain below) ___ No ___ Yes
- Have you ever had a certificate or license revoked or suspended? (If yes, explain below) ___ No ___ Yes
- Have you ever been discharged or requested to resign a position? (If yes, explain below) ___ No ___ Yes
- Have you ever been convicted of crime other than a minor traffic violation? ___ No ___ Yes
(If yes, explain below)

ADDITIONAL REMARKS AND/OR EXPLANATIONS FROM GENERAL INFORMATION

GUIDING PRINCIPLES FOR TEACHERS IN CATHOLIC SCHOOLS

Education is one of the most important missions of the Church. All Catholic School educators continue to share in the mission of the Church, "making faith become living, conscious, and active through the light of instruction." (To Teach as Jesus Did) "The Catholic school is the unique setting within which this ideal can be realized. Indeed, Catholic Schools are the most effective means available to the Church for the education of children and young people." (Sharing Light of Faith)

The success of our Catholic educational system depends upon professional competence and the quality of instruction. It also depends on the dedication and commitment of the educator.

.....

I have read the above guiding principles and agree that, if employed by a Catholic School in the Diocese of Ogdensburg, I will teach and act in accordance therewith.

I understand that credentials filed in support of this application become the property of the Catholic School and/or the Department of Education and will not be returned.

I further realize that any material omission or falsification of information provided by me on this application will result in its invalidation.

In connection with my application for employment, I hereby permit the Catholic School and/or the Department of Education of the Diocese of Ogdensburg, New York, to investigate my background. I authorize all companies, institutions, current and former employers and persons who receive a reproduction of my signature below to furnish information they may have concerning me, and I release them from any liability in doing so.

Signature

Date

Authorization / Release Form

I hereby authorize the R.C. Diocese of Ogdensburg and its agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes. As set forth in Canon Law and the Code of Pastoral Conduct of the Diocese (Section 6), the diocese and any agencies employed by it will maintain confidentiality in creating, storing, accessing, transferring and disposing of background checks authorized by this document and all reports, papers and information relating to such background checks. The Diocese will use all information obtained for no other purpose than conducting background checks on the undersigned.

I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas:

Verification of social security number; current and previous residences; employment history including all personnel files; education including transcripts; character references; address verification; criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; birth records; motor vehicle records to include traffic citations and registration; and any other public records or to conduct interviews with third parties relative to my character, general reputation, personal characteristics or mode of living.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me to the R.C. Diocese of Ogdensburg and/or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release the R.C. Diocese of Ogdensburg and its agents the Social Security Administration, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release. Nothing in this paragraph is intended to release the Diocese of Ogdensburg and its agents from liability for their negligent, reckless or intentional release or disclosure of any information obtained in this document or in any report created as a result of this authorization.

I understand this authorization automatically expires 90 days from the date executed below and that I have the right to revoke the authorization at any time provided I do so in writing.

Print Name: _____
 (First) (Middle) (Last) (Maiden)

Former Name(s) and Dates Used: _____

Current Address Since: _____
 (Mo/Yr)

(Street) (City) (Zip / State)

Sex (circle one): Male Female

Race (Circle one): Asian Black Hispanic White Other

Social Security Number: _____ Date of Birth: _____

Telephone number: _____

Driver's License Number/State: _____

Signature: _____ Date: _____

REFERENCE RESPONSE

Applicant's Name and Address:

Person Being Asked as Reference:

Name _____

Name _____

Address _____

Address _____

City _____

City _____

State & Zip _____

State & Zip _____

The above applicant has applied for a teaching position in the Catholic School system of the Diocese of Ogdensburg and has given your name as one acquainted with his/her experience and qualifications. Would you please use the back of this sheet to write a statement regarding this applicant's integrity, ability to teach, ability to relate to students, administrators and peers, together with any other information that is relevant to an application for teaching in our system.

PLEASE RATE THE APPLICANT BY PLACING A CHECK IN THE APPROPRIATE SPACE.

PROFESSIONAL QUALITIES	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Intellectual Ability					
General Knowledge					
Oral Expression					
Written Expression					
Knowledge of Technology					
Discipline					
Understanding of Children					
Interest in Professional Growth					
PERSONAL QUALITIES					
Character					
Perseverance					
Tact					
Health					
Emotional Maturity					
Working with Others					
Creativity					
Personal Appearance					

In what relationship have you known the applicant? _____

Would you re-employ (or employ) the applicant? _____

Date: _____ Signature: _____

Present Position: _____