

**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) _____

EXPRESSION OF VALUES AND BELIEFS: In the space below please describe your values and beliefs as related to your desire to teach in a Catholic school of the Diocese of Ogdensburg, indicating (1) why you wish to teach in a Catholic school, (2) what special skills and competencies you bring to a Catholic school, (3) how you view your own religious beliefs and values in relation to teaching in a Catholic school. (If you wish, you may write on a separate sheet and attach to application.)

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REFERENCES

It is the applicant's responsibility to have the following information provided to the Catholic School of application in order to be considered for employment.

- A. The names of at least three reference sources must be provided including current employer if employed, or last employer if not currently employed.
- B. Unless included in placement file, applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from the last contracted experience. Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and cooperating teacher(s) in the placement file or by listing names below.
- C. May we contact your present employer? NO YES

| Name of Reference | Position/ Relationship | Mailing Address | Phone Number |
|-------------------|---------------------------|-----------------|--------------|
| | | | |
| | | | |
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AUTHORIZATION FOR THE RELEASE OF INFORMATION STATEMENTS

**RELEASE OF INFORMATION STATEMENT
(Applicant)**

I, _____, authorize the _____ to
Name School

conduct a background investigation in order to assess my eligibility for a position of employment, I authorize all persons who may have information relevant to this investigation to disclose it (including photocopies where requested) to _____ or their agents, and I release all
School

persons from liability on account of such disclosure. I understand that the investigation may include verification of past employment, education, residential history, psychological makeup, criminal record check, and opinions of reference.

I authorize that a photocopy of my signature below may be used to obtain information regarding investigation. This is valid for a period of (1) year.

Signature

Date

Pastor's Reference Form
For
Teacher Applicant

Name of Applicant _____

Address _____

Telephone _____

To Pastor/Clergy:

The above named individual has applied for a teaching position in the Catholic Schools of the Diocese of Ogdensburg. Your signature on this form indicated that this applicant is known to you and is an actively practicing member of the faith. Any comments you care to make will be appreciated and be kept confidential.

Name of Church _____ Date _____

Pastor's Signature _____

Comments

REFERENCE RESPONSE

Applicant's Name and Address:

Name _____

Address _____

City _____

State & Zip _____

Person Being Asked as Reference:

Name _____

Address _____

City _____

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: _____

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 Public 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.

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| General Knowledge | | | | | |
| Oral Expression | | | | | |
| Written Expression | | | | | |
| Knowledge of Technology | | | | | |
| Discipline | | | | | |
| Understanding of Children | | | | | |
| Interest in Professional Growth | | | | | |
| PERSONAL QUALITIES | | | | | |
| Character | | | | | |
| Perseverance | | | | | |
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| 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: _____

REFERENCE RESPONSE

Applicant's Name and Address:

Name _____

Address _____

City _____

State & Zip _____

Person Being Asked as Reference:

Name _____

Address _____

City _____

State & Zip _____

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Date: _____ Signature: _____

Present Position: _____