

**DIOCESE OF ALLENTOWN
OFFICE OF EDUCATION**
1425 Mountain Drive North, Bethlehem PA 18015

TEACHER APPLICATION

GENERAL INFORMATION:

NAME _____ SOCIAL SECURITY NO. _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE (HOME) _____ PHONE (CELL) _____

ARE YOU A UNITED STATES CITIZEN? YES NO
(Proof of citizenship or immigration status is required for employment)

The following information is optional:

DATE OF BIRTH _____ **MAIDEN NAME** _____

MARITAL STATUS _____ **NUMBER OF CHILDREN** _____

PARISH/CHURCH AFFILIATION _____

Pastor/Minister _____ Phone _____

POSITION SOUGHT (if known) _____

HOW WERE YOU REFERRED TO US? _____

EDUCATIONAL BACKGROUND (Indicate dates of attendance)

_____ Elementary School from _____ to _____

_____ High School from _____ to _____

_____ College from _____ to _____

_____ College from _____ to _____

_____ College from _____ to _____

_____ Graduate School Credits earned _____

List degrees received, when awarded, and major field of study:

Certification: _____ PA _____ OTHER STATE: _____ *Expiration date:* _____

_____ PA Instructional I Subject/Area _____ Year _____

_____ PA Instructional II Subject/Area _____ Year _____

PPID _____

Student Teaching Experience:

School _____ Grade/Subject _____ Dates _____

School _____ Grade/Subject _____ Dates _____

Professional References: ***Print names of employers in consecutive order with present or last employer listed first.***

1. Name of Employer	Job Title & Duties	
_____	_____	
Street Address	City, State, Zip	
_____	_____	
Date of Employment (<i>give month and year</i>)	Supervisor	Telephone
<i>From</i> _____ <i>To</i> _____	_____	_____
Reason for leaving:	_____	

2. Name of Employer	Job Title & Duties	
_____	_____	
Street Address	City, State, Zip	
_____	_____	
Date of Employment (<i>give month and year</i>)	Supervisor	Telephone
<i>From</i> _____ <i>To</i> _____	_____	_____
Reason for leaving	_____	

3. Name of Employer	Job Title & Duties	
_____	_____	
Street Address	City, State, Zip	
_____	_____	
Date of Employment (<i>give month and year</i>)	Supervisor	Telephone
<i>From</i> _____ <i>To</i> _____	_____	_____
Reason for leaving:	_____	

Total number of years teaching as a **full time** certified (K-12) teacher _____

Grade and/or subject(s) you prefer to teach _____

Grade and/or subject(s) you will teach _____

Work experience other than teaching:

Please describe your level of computer competency: [] inexperienced [] beginner [] experienced

What software package(s) do you use most frequently? _____

I hereby affirm that the information provided on this application (and accompanying résumé, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

This application is not a contract and cannot create a contract.

DATE _____ SIGNED _____

The completed application will be kept on file by the Diocesan Office of Education for a period of one (1) year from the date received if all the credentials listed below accompany the application. An application will be destroyed after a stated period of time.

The following credentials, along with this completed application, must be received by the Personnel Director of the Diocesan Office of Education ***before the interview at the Office of Education:***

- ___ Official transcripts of all college credits. (An official transcript is one that has been received directly from the college/university. It must bear the college/university seal, date, and an appropriate registrar's signature. Computer-generated transcripts must be printed on security paper.)
 - ___ A copy of your Professional Teaching Certificate.
 - ___ Letter of recommendation from the pastor of the parish to which you belong attesting to your participation in that faith community.
 - ___ Letters from three previous employers.
 - ___ PA Criminal Record Check (form SP4-164, no more than one year old).
 - ___ Pennsylvania Child Abuse Clearance (no more than one year old).
 - ___ Federal Criminal History Record (Proof of Fingerprint Submission with Applicant I.D. #, no more than one year old).
 - ___ Letters from the schools verifying prior full time teaching experience are needed to receive credit for the full years of teaching.
- Please mail all required documents to Director of Personnel at the address on the front of the application before the interview at the Diocese of Allentown, Office of Education.
 - Please keep a copy of this application for your records. It is the applicant's responsibility to provide the school with all requested materials.

Applicant is to complete the following:

Describe your personal philosophy of education:

Why do you want to teach in a Catholic School?

How do you practice your religion?

Signature of Interviewer

Date of Interview