

**DIOCESE OF MONTEREY**

**TEACHER APPLICATION FORM (Preschool through Grade 12)**

**PERSONAL INFORMATION**

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_  
last/first/middle initial (for verification of credential or license)

Address \_\_\_\_\_  
number/street city state zip

Telephone Number (\_\_\_\_) \_\_\_\_\_ Message Number (\_\_\_\_) \_\_\_\_\_  
FAX Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Religion \_\_\_\_\_ Date Available for Employment \_\_\_\_\_

**Please check your response:**

Yes No

- 1. Can you, after employment, submit verification of your legal right to work in the U.S.? \_\_\_\_\_
- 2. Are you a practicing Catholic? \_\_\_\_\_
- 3. Do you have knowledge of Catholic doctrine, and are you willing to teach in accordance with Catholic doctrine and uphold the teachings of the Catholic Church? \_\_\_\_\_
- 4. If you are not a practicing Catholic, or are not a Catholic, are you willing to teach in accordance with Catholic doctrine and uphold the teachings of the Catholic Church? \_\_\_\_\_
- 5. Do you understand that if you do not possess a valid California teaching credential or if you are not currently licensed by another California agency that requires a criminal record summary, California law states you must undergo a criminal record summary? \_\_\_\_\_
- 6. Will you, after employment, abide by the "Characteristics of Teachers in Catholic Schools" (attached)? \_\_\_\_\_
- 7. Have you ever been employed in the Diocese of Monterey? \_\_\_\_\_  
If "yes": \_\_\_\_\_

Position Site/Location/School Dates

**EMPLOYMENT AND TEACHING PREFERENCES**

<u>Employment</u> (mark 1st-3rd)	<u>Grade Level</u> (mark 1st-5th)	<u>Areas</u> (1st-2nd)
Full-time _____	Preschool _____	Other subjects/areas
Part-time _____	Primary (K-3) _____	you are willing to
Substitute _____	Intermediate (4-5) _____	teach, direct, coach:
	Junior High (6-8) _____	1 <sup>st</sup> _____
	Secondary (9-12) _____	2 <sup>nd</sup> _____

**EDUCATIONAL AND PROFESSIONAL TRAINING**

	<u>Institution</u> (Name) _____	<u>Location</u> (City, State) _____	<u>Diploma/Degree</u>
High School	_____		
College/ University (Undergraduate)	_____ _____		
Graduate or Extension	_____ _____		

Undergraduate Degree(s) Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_  
No. of units beyond Undergraduate Degree: \_\_\_\_\_  
Graduate Degree(s): Area (s) of Concentration \_\_\_\_\_

**DIOCESE OF MONTEREY - TEACHER APPLICATION FORM (continued)**

Credential(s) held:

Title

State of Issuance

Expiration Date

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If no California credential is listed, are you eligible for one? Please check: Yes \_\_\_ No \_\_\_

If you are applying for a PS-Grade 2 position, give number and description of ECE credits: \_\_\_\_\_

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**TEACHING EXPERIENCE**

1. List all teaching experience -- most recent experience first -- attach another sheet if necessary.
2. For "Type" use **S** (Student Teaching) and **R** (Regular Teaching).
3. For "Dates" give from and to dates of experience.

Type      Dates (From-To)      School      City      State      Grade(s) or Subject(s)

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Annual salary in most recent position: \_\_\_\_\_

Check actual kind(s) of specific school experience:

Conventional	_____	Team Teaching	_____
Bilingual	_____	Opening Classroom	_____
Inner City	_____	Individualized	_____
Departmentalized	_____		

Yes      No (please check)

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Have you ever had a teaching credential denied, suspended or revoked?  |
| _____ | _____ | Have you ever failed or refused to fulfill an employment contract with any school?                                   |
| _____ | _____ | Have you ever for any reason been suspended, dismissed or asked to resign a teaching position?                       |
| _____ | _____ | Have you ever been convicted of a felony? A conviction will not necessarily disqualify an applicant from employment. |

Explain, if you wish, any "yes" answers in an attached statement.

**OTHER [NON-TEACHING] EXPERIENCE** List non-teaching experience -- most recent first -- including trade or business, summer camps, youth activities, paid and volunteer experiences, etc. Attach another sheet if necessary.

Dates (From-To)      Employer (Address: City, State, Zip)      Telephone Number      Position

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**DIOCESE OF MONTEREY - TEACHER APPLICATION FORM (continued)**

**HEALTH AND PHYSICAL CONDITION**

1. *If this application is being submitted for your first employment as a teacher in California, California law requires that you be examined for tuberculosis within 60 days before you are hired.*
2. *If you have been employed as a teacher in California, the law requires a tuberculosis examination every 4 years.*
3. Documentation of your most recent tuberculosis examination in either case is necessary to complete your application/placement file.

**NONDISCRIMINATION POLICIES REGARDING APPLICANTS FOR EMPLOYMENT**

“It is the policy of the Diocese of Monterey to promote equal opportunity in any and all employment decisions. The Diocese reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants..., especially in those positions that have direct bearing upon the pastoral activity of the Church.” (Personnel Guidelines, Diocese of Monterey, 1992)

The Diocese of Monterey is committed to a policy of equal employment opportunity for applicants and employees.

The Diocese of Monterey is an “at will” employer.

The schools, children’s centers, and day care centers of the Diocese of Monterey comply with all diocesan policies and regulations and applicable local, state and federal laws regarding nondiscrimination.

The schools, children’s centers, and day care centers of the Diocese of Monterey do not discriminate against any employee or applicant for employment because of race, color, national and/or ethnic origin, sex, age, or disability. The schools/centers of the Diocese of Monterey comply with laws relating to sexual harassment and harassment because of race, national origin, physical handicap, age or other bases protected by law.

The schools, children’s centers, and day care centers of the Diocese of Monterey are committed to a policy of equal opportunity for all employees or applicants for employment who are self-identified as being infected with the Human Immunodeficiency Virus (HIV) or who have Acquired Immune Deficiency Syndrome (AIDS).

**CERTIFICATION**

I hereby certify that the information in this application is true and complete to the best of my knowledge. I understand that any false statements may be sufficient cause for disqualification or, if I am hired, dismissal. I hereby give my permission for contact to be made with references and employers listed herein.

\_\_\_\_\_

Signature
Date

**NOTE: You may copy this form in order to apply to more than one Catholic school of the Diocese of Monterey, provided *the application form submitted to each school bears your original signature.* Please check the school(s) to which this application is being sent\*:**

- |  |   |                                       |  |
|--|---|---------------------------------------|--|
| <u>Santa Cruz County</u>                           | <u>Monterey County</u>                                  | <u>San Benito County</u>              | <u>San Luis Obispo County</u>                        |
| <input type="checkbox"/> Good Shepherd             | <input type="checkbox"/> Junipero Serra                 | <input type="checkbox"/> Sacred Heart | <input type="checkbox"/> Mission College Preparatory |
| <input type="checkbox"/> Holy Cross                | <input type="checkbox"/> Madonna del Sasso              |                                       | <input type="checkbox"/> Old Mission                 |
| <input type="checkbox"/> Moreland Notre Dame       | <input type="checkbox"/> Notre Dame High School         |                                       | <input type="checkbox"/> St. Patrick                 |
| <input type="checkbox"/> St. Francis Central Coast | <input type="checkbox"/> Sacred Heart                   |                                       | <input type="checkbox"/> St. Rose of Lima            |
| <input type="checkbox"/> Catholic High School*     | <input type="checkbox"/> San Carlos                     |                                       |  |
|  | <input type="checkbox"/> St. Angela’s Children’s Center |                                       |  |

\*The application and application materials for St. Francis Central Coast Catholic High School are to be sent to the Department of Catholic Schools, P.O. Box 350, Monterey, CA 93942.