



St. Mary's Catholic Church & School

Faith - Scholarship - Leadership - Service

405 Hollybrook Drive Longview, Texas 75605 www.stmaryslgv.com

TEACHER/PROFESSIONAL STAFF APPLICATION

Date of Application _____ Date Available _____

Name: _____
Last First Former/Middle Title

Address: _____
Street City State Zip

Telephone: (Home) _____ (Cell) _____

Social Security Number: _____ - _____ - _____ E-Mail: _____

Religion: _____ Parish/Church: _____

Address: _____ City/State/Zip: _____

PLEASE SUBMIT A RESUME' AND AN OFFICIAL TRANSCRIPT

WORK PREFERENCE

Subject Preference(s): _____ Grade: _____

Position Applying for: _____ Full-time _____ Classroom Teacher _____ Librarian

_____ Substitute Teacher _____ Part time _____ Counselor

_____ Special Education _____ Other (List) _____

Certification: _____
State Type Expiration Date Number

List any additional special skills, technical or professional knowledge which you may have:

Honors, Certifications, or Endorsements:

EDUCATION/PROFESSIONAL BACKGROUND: Applicant's Resume' should include for each college:

Name(s) of College(s) Attended: _____

Address(s): _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

List Professional Growth: (Workshops, Seminars, Courses, Presentations, etc.): _____

WORK EXPERIENCE: List al current and previous positions in chronological order starting with the most recent. Please complete this section and attach additional sheets as needed. Include for each employer:

Employed From (Mo./Yr.): _____ To: _____

Name of School/Employer: _____

Address: _____ City/State: _____

Name of Principal/Supervisor: _____ Phone Number: _____

Duties: _____

REFERENCES: Should include, but not limited to, professional, religious, and personal references:

Name: _____

Address: _____ City/State: _____

Phone Number: _____ Relationship: _____

Name: _____

Address: _____ City/State: _____

Phone Number: _____ Relationship: _____

Name: _____

Address: _____ City/State: _____

Phone Number: _____ Relationship: _____

PLEASE ANSWER THE FOLLOWING:

Have you previously filed an application with the Catholic schools of this diocese: Yes No

Do you support the teachings of the Catholic Church? Yes No

Do you have any known limitations – mental, physical or sensory – which could affect your performance on the job for which you are applying: Yes No

If yes, explain and indicate any accommodation required: _____

Are you a citizen of the United States? Yes No

If not, are you legally eligible for employment in the United States: Yes No

What are the strengths you bring to your profession (teacher, nurse, librarian, etc.)? _____

Why have you chosen to serve in a Catholic school? _____

The Catholic Schools of the Diocese of Tyler promote a Catholic philosophy of life, attempt to create a Catholic Christian atmosphere in the schools, and teach a Catholic Christian value system. All faculty members are expected to play an integral part in creating and maintaining a Catholic Christian atmosphere and in promoting Catholic Christian values. Do you feel that you would be capable of functioning effectively in this situation and are you comfortable in these expectations? Yes No

PLEASE INITIAL EACH OF THE STATEMENTS BELOW:

_____ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my ministry involvement.

_____ I hereby authorize St. Mary's to conduct a personal and professional background check for the purpose of this application. St. Mary's may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during St. Mary's contact with the individuals for purpose of employment or volunteer services.

_____ I also hereby give complete permission for St. Mary's to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment or volunteer services.

_____ I understand that investigative background inquiries may be made on me including consumer credit, criminal convictions, motor vehicle or other reports. These reports will include information as to my character, work habits, work performance, education, worker's compensation claims and experience along with reasons for termination of employment from previous employers. I understand this information will be requested from various Federal, State, and other agencies.

_____ I waive any right that I may have to inspect any information provided about me by the persons previously mentioned I have also read and understand the above stated information within this release and am signing of my own free will.

_____ I understand that a criminal background check will be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

_____ I agree to observe all St. Mary's School guidelines and policies for the program in which I am applying.

_____ I understand St. Mary's Catholic School has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that St. Mary's cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ I understand that I can withdraw from the application process at any time.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial of the application to provide employment and /or volunteer services and that refusal to inform St. Mary's of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ I will notify my parish, school, or agency if arrested or charged as well as if convicted.

_____ My signature indicates that I have read and understand the above. Do not sign until you have read and initialed the above statements.

I UNDERSTAND THAT I MUST ATTEND THE DIOCESE OF TYLER ETHICS AND INTEGRITY FOR CHURCH PERSONNEL BASIC TRAINING. ATTENDANCE AND A CRIMINAL BACKGROUND CLEARANCE WILL BE REQUIRED FOR THE VALIDATION OF A CONTRACT WITH A DIOCESE OF TYLER CATHOLIC SCHOOL. THE COST OF CONDUCTING A CRIMINAL BACKGROUND CHECK WILL BE PAID BY THE APPLICANT.

I HEREBY CERTIFY THAT ALL INFORMATION GIVEN ON THIS APPLICATION IS TRUE, COMPLETE, AND CORRECT.

Signature: _____ Date: _____

Driver's License Number: _____ State: _____

FEDERAL AND STATE ANTI-DISCRIMINATION

St. Mary's Catholic School shall comply with appropriate federal and state laws and regulations prohibiting discrimination, to the end that no persons shall on grounds of race, color, national or ethnic origin be excluded from participation in, or be denied that benefits of, or be otherwise subjected to discrimination in employment recruitment or selection, whether part-time or full-time or in any educational program, employment, or activity operated by the school.

Applications of qualified applicants will be placed on file for consideration as vacancies occur. At the end of two (2) years, applications are removed from the files and re-application must be made.