

APPLICATION FOR EMPLOYMENT

CATHOLIC PASTORAL CENTER
601 East Liberty Street
Savannah, GA 31401-5196
Phone: 912-201-4100 FAX: 912-201-4101



Diocese of Savannah

Date _____

Position being applied for: Teaching Position at _____ School

Application for school year _____ 20____ - ____ 20_____

This application is considered incomplete until all information has been received in the Personnel Office. This includes at least three references, a transcript, copy of certification, other requested information and this completed form.

I. PERSONAL INFORMATION

Name: _____
Last First Middle Maiden (If applicable)

Address: _____
Street Address City State/Zip

Telephone Number: _____ Social Security Number: ____/____/____

Date of Birth: _____ Marital Status: _____
(optional) (optional)

Place of Birth: _____ General Health: _____

Are you a U.S. Citizen? Yes ___ No ___ If no, what citizenship is held? _____

Religious Affiliation: _____

Church of Attendance: _____

If Roman Catholic, do you adhere to the teachings and practices of the Church?
Yes ___ No ___ (Please initial)

If Roman Catholic and hired, do you understand that failure to adhere to the teachings of the church could be cause for dismissal? Yes ___ (Please initial)

If not Roman Catholic, do you understand that, if hired, you are still held responsible for a code of conduct that is compatible with the teachings of the Catholic church? Yes____(Please initial)

Is there any condition or situation that might cause you to have a problem with regular attendance or performance of duties that may be expected?

If you are presently employed as a teacher, please indicate reason for change of position._____

How soon can you be available to accept a position in this school?_____

Preferred Grade Level/Subject:_____

What salary range are you expecting?_____

If there is not a position available, are you interested in substitute work? Yes____ No____

Have you ever been convicted of a crime? Yes____ No____(Please initial)

Do you understand that a criminal records check will be done to ascertain such?
Yes____ No____(Please initial)

II. Formal Education

School	Location	Dates	Degree
High School:_____			
College:_____			
College:_____			
Graduate Work:_____			

Practice Teaching:_____			
Major:_____	Minor:_____		
Georgia Teaching Certificate*:_____	Type:_____		

*Teachers must be fully certified by the State of Georgia in the position for which they are applying. Exceptions may be made if applicant is certifiable within three years.

III. Professional Experience and Development

How many years of classroom teaching experience do you have exclusive of practice teaching? _____

Position Held Dates	School Name/Address/Telephone	Principal

N.B. Past employers will be contacted for reference.

Do you have any experience teaching in a Parish Religious Education program?
 Yes _____ No _____ (Please initial)

If "yes" please state as above – position held, dates, location information and director.

Have you ever been employed by an agency of this or another diocese exclusive of teaching experience already listed?

Diocese	Position	Dates

Please list professional development opportunities such as major workshops, grants, etc. beyond degree work in the past five years – do not include convention, single meeting, etc.

- Please indicate the extracurricular activities in which you would be prepared to assist:
- | | | |
|-----------------|-----------------------|-----------|
| Student Council | Service Organizations | Math Club |
| Science Club | Drama | Art Club |
| Music | Literary Publications | Liturgy |
| Yearbook/Annual | Forensics | Athletics |
| Computer Club | Language Club | |

Other:

II. References

(Two of the following references should be persons familiar with your professional experiences and should include most recent employer.)

Name	Address/City/Zip	Position	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please send reference form to each of the above individuals and to any others you may choose. The form is returned directly to the school Personnel Office.

III. Professional Attitudes

Please write a brief paragraph telling why you would like to teach in a Diocesan Catholic school and, in particular, this school.

Briefly state your philosophy of education.

Briefly describe your manner and philosophy of student discipline.

Is there information about you that you feel is pertinent that we have not asked?

IV. Statement of Authenticity

The statements contained in this entire application are true to the best of my knowledge. I understand that misrepresentation or omission of facts is cause for disregard of application. I, also, understand that should I be employed at the time the misrepresentations or omissions are discovered, my employment will be terminated at the will and complete option of the school administration.

I hereby authorize this Savannah Diocesan school to make any inquires concerning me and, also, authorize and request each former employer and school or college to answer all questions that may be asked in connection with the application for employment and to furnish this prospective employer with transcripts, personnel files and other records concerning qualifications for this position.

Signature: _____

Date: _____

VII. Optional Information Requested

The information requested her is provided by you on an **OPTIONAL** basis. Your choice to complete or not complete the information neither assures you of nor disqualifies you from the position you desire.

Marital status: _____

Number and ages of children: _____

Older children/adults living in your household: _____

Date of last physical examination: _____ Attending physician: _____

Do you have any non-educational positions which you feel have been of service in preparing you to deal with your challenges in educating youth?

Notes:
