

**APPLICANT
VERIFICATION AND RELEASE FORM**

First Name	Middle Name	Last Name	
Address	City	State	Zip Code

To: Name: _____
Organization: _____
Address: _____
Telephone: _____
Fax: _____ E-mail: _____

The above referenced individual is being considered for a teaching position in the Diocese of Monterey. This applicant has provided us with written authorization to thoroughly investigate all references listed on his/her application for employment. Therefore, you are authorized to disclose to us all letters, reports and other information related to his/her work records. A copy of that authorization will be faxed or mailed to you at your request. We thank you in advance for your cooperation in returning this form as soon as possible.

Dates of employment: _____

Position held: _____

Duties: _____

Starting & ending salary: _____

Would you rehire this applicant? Yes No If no, why? _____

Applicant's reliability: _____

Tendency to engage in violent conduct: Yes Explain: _____
_____ No

Any instances of dishonesty? _____

Any instances of insubordination? _____

Reasons for terminating employment? _____

Additional comments: _____

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Please check (√) applicable column:

Personal Characteristics	Outstanding	Very Good	Good	Fair	Poor	Unable to Evaluate
Moral character						
Judgment						
Loyalty						
Initiative						
Dress & Appearance						

Religious Involvement	Outstanding	Very Good	Good	Fair	Poor	Unable to Evaluate
Knowledge of Roman Catholic doctrine						
Religious attitude						
Religious practice						
Parish participation						

Professional Competence	Outstanding	Very Good	Good	Fair	Poor	Unable to Evaluate
Academic preparation						
Teaching experience						
Organizational ability						
Ability to maintain discipline						
Leadership						
Staff relations						
Student relations						
Public relations						
Continuing academic development						
Proficiency in curriculum						

What is your overall evaluation of the applicant's suitability for the position of teacher?

____ Outstanding ____ Very Good ____ Good ____ Fair ____ Poor

Do you know any reason the applicant should not hold a position of responsibility as teacher in a Catholic School?

Yes Explain: _____
 _____ No

Your Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Numbers: Day _____ Evening _____

Your relationship to applicant: _____ [Dates] From: _____ To: _____

Signature: _____ Dated: _____