



DIOCESE OF MONTEREY

**TEACHER APPLICATION
(Preschool –Grade 12)**

The Catholic Schools and Preschools of the Diocese of Monterey do not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin. 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 and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

Please respond completely and accurately. Official transcripts from all institutions of higher learning attended must also be submitted directly to the school.

I. PERSONAL INFORMATION: (Please type or print)

Date: _____ Social Security Number: _____

Name: _____
Last First Middle Religious Community (if applicable)

Current Address: _____
Street City State Zip

Permanent Address _____
Street City State Zip

Home Phone: _____ Cell Phone: _____ Business Phone: _____

Fax Number: _____ Email: _____

Religious Affiliation: _____ Parish: _____ Date Available for Employment: _____

Have you ever been employed by the Diocese of Monterey? Yes No
If so, Where? _____ From _____ To _____

Have you ever volunteered for the Diocese of Monterey? Yes No
If so, Where? _____ From _____ To _____

Can you perform the essential functions required for the teacher’s position with or without reasonable accommodation? Yes No

Can you, after employment, submit verification of your U.S. citizenship or proof of your legal right to live and work in the United States? Yes No

Do you have knowledge of Catholic doctrine? Yes No

Are you willing to teach and administer according to Catholic doctrine and uphold Catholic Church teachings? Yes No

Do you understand that policies of the Diocese of Monterey require you to undergo a criminal record summary even if you possess a valid California teaching credential? Yes No

Have you ever been convicted of a felony (excluding any sealed or expunged convictions)? Yes No
If yes, attach full explanation (conviction will not necessarily disqualify applicant from employment).

If you are currently employed, may we contact your present employer to confirm your employment record? Yes No

II. EMPLOYMENT AND TEACHING PREFERENCES

Employment (Mark 1st to 3rd Choices)

Full-time _____
Part-time _____
Substitute _____

Grade Level (Mark CREDENTIAL areas)

Preschool _____
Primary (K-2) _____
Intermediate (3-5) _____
Junior High (6-8) _____
Secondary (9-12) _____

Other Subjects/Areas

Other subjects/areas you are willing to teach, direct, coach:



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III. PROFESSIONAL/EDUCATIONAL INFORMATION

INSTITUTIONS OF HIGHER LEARNING ATTENDED (List most recent first - send official transcripts *directly* to School)

College/University (Name)	Location (City/State)	Attendance (From-To)	Credits (Semester Hours)	Credits (Quarter Hours)

DEGREES ATTAINED/ECE CREDITS (List most recent first)

Degree	Date	College/University	Major	Minor

TEACHING EXPERIENCE (List most recent first)

Dates (From-To)	Full-Time or Part-Time	School (City/State)	Supervisor (Name/Phone)	Reason for Leaving

OTHER (NON-TEACHING) EMPLOYMENT (List most recent first)

Dates (From-To)	Full-Time or Part-Time	Employer (Name/Address)	Supervisor (Name/Phone)	Position & Duties	Reason for Leaving



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TEACHING AND ADMINISTRATIVE CREDENTIALS

Document Title	State of Issuance	Issuance Date	Expiration Date

If you respond yes to any of the following four questions, please attach an explanation.

- If no California credential is listed, are you eligible for one? Yes No
- Have you ever had a credential denied, suspended, or revoked? Yes No
- Have you ever left a regular teaching or administrative position during the year? Yes No
- Have you ever been suspended, dismissed or asked to resign a teaching or administrative position? Yes No

PROFESSIONAL REFERENCES

List full name, address, city, state and telephone number of at least three references – persons not related to you who have knowledge of your work performance. If you have had administrative and teaching experience, name the immediate supervisor(s) with whom you have worked within the last eight years.

Name	Address (City/State)	Phone Numbers	Position	Years Associated

Please carefully read the following statements and initial that you understand and acknowledge each one:

1. _____ If I am offered employment, I will as a condition of employment, be required to submit proof of my identity and legal right to work in the United States.
2. _____ I understand that any false statement, misrepresentation, or omission of facts on this application or any supporting documents, regardless of when discovered to be false, may be grounds for rejection of this application or my immediate dismissal if I am employed.
3. _____ I understand that I will be required to possess a current and valid California driver’s license if my position requires me to drive in the course of my work.
4. _____ I understand that, if I am offered employment, it will be offered on the condition that tenure is not granted by the Diocese of Monterey and upon expiration or termination of the Employment [Teacher] Agreement for any reason, I shall have no right to employment or preferential treatment regarding employment at any other Diocesan School; and there is no implied duty by me or the School to renew the Employment [Teacher] Agreement, and no cause whatsoever is required by either party for non-renewal.
5. _____ I authorize investigation of all statements contained in this application and any supporting documents. I authorize the Diocese of Monterey to investigate my past and present employment, character, education, military, and criminal background, and to secure any and all information which may be pertinent to my employment qualifications from former employers, educational institutions, government agencies and/or any references I have provided, and for those parties to provide information concerning my experience. I hereby release all parties from any liability arising from such investigation.

Signature of Applicant

Date



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LEADERSHIP SELF-ANALYSIS

The following are the “Expectations of a Teacher Working in Catholic Schools”:

- ❖ understands and accepts the fact that the schools are operated in accordance with the philosophy of Catholic education.
- ❖ accepts and supports the ongoing building and living of a Faith Community, not simply as a concept to be taught, but as a reality to be lived in worship, service, and interpersonal relationships.
- ❖ has an overall knowledge of the goals of the entire school program and can relate his/her specific expertise to these goals.
- ❖ reflects in his/her personal and professional life a commitment to Gospel values and Christian tradition.
- ❖ acknowledges that faith commitment is a free gift of God that is both relational and intellectual.
- ❖ accepts the responsibility for providing an atmosphere for fostering the development of a faith commitment by the students.
- ❖ recognizes and respects the primary role of the parents in the education of their children.
- ❖ relates to the students in an adult Christian manner and contributes to the student's sense of self-worth as a Christian person.
- ❖ fosters the apostolic consciousness of students by encouraging them to join in experiential learning activities that give witness to Christian justice and love.

As part of the application process, teacher candidates are asked to submit written responses to the following:

- Describe your basic “philosophy” of teaching. What are the beliefs that guide your actions as a teacher?
- Why do you wish to teach in a Catholic School?
- What purpose(s) do you feel Catholic Schools fulfill?
- What is the contribution you can personally make to a school’s goals?

Submit your written responses with the completed teacher application form to the school.

Applicants are responsible for notifying the school when they accept a position or when, for some reason, they wish their application withdrawn from the active file.

The application, if properly completed, will be kept for two school years. If, for any reason, the applicant is not hired by that date and still wishes to be considered for a position, a written request must be made to keep the application on file. When the applicant signs a Teacher Agreement, the completed file becomes the property of the employing school.