



**Diocese of Salt Lake City**  
**Catholic Schools Office**  
 27 C Street  
 Salt Lake City, Utah 84103  
 Phone: 801-328-8641 Fax: 801-328-8643

**Teacher / Professional Staff Application**  
**PERSONAL DATA**

All areas must be completed on this application.

Title Last Name First Name Middle/Maiden Religious Order Rel.Order Initials

Mailing Address City State Zip Code Birthdate

Social Security No. Email Home Phone Cell Phone Religion

US Citizenship Yes No Place of Birth State / Country \_\_\_\_\_

**POSITION DESIRED**

Check position  (See enclosed sheet for Educational Qualifications for Catholic School Professional Staff)

Classroom Teacher Substitute Teacher Librarian Library Manager Counselor Nurse  
 Specialized Instructor (e.g. ESL, foreign language, fine arts, physical education)

If teaching position, indicate grade preferences and secondary subject preferences:

Early Childhood (3-4yr. old PK-5K)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Elementary (5K-5)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Secondary 6-8	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Secondary 9-12	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>

Check one  : Full-time Part-time Date available for employment:

**EDUCATIONAL BACKGROUND**

List High School, Colleges or *Agency (see * below)	City, State	Degree & Major	Grad. Date	G.P.A

**LICENSE / CERTIFICATION**

State, Type	Area	Issue Date	EXP Date	Current

FOR OFFICE USE ONLY Date Received \_\_\_\_\_ Placement Folder \_\_\_\_\_

## EDUCATIONAL BACKGROUND (continued)

Theological or religious education courses taken in the past five years :

Name of Course	Location	Credit /Clock Hours

List professional development including workshops, seminars, grants or summer programs that you have attended in the past five years (do not include conventions or meetings):

### TEACHING BACKGROUND

STUDENT TEACHING School Name	City, State	Supervisor & Phone #	Grade Level(s)	Date

All areas must be completed.

SCHOOL (include address and phone number)	Identify Principal/Manager(s) for the past two employers	Grade/ Subject(s)	Dates (Mo./Yr.) From      To	Reason For Leaving

### OTHER EMPLOYMENT

All areas must be completed.

EMPLOYER (Name, address, phone) Resume may be sent; but also complete below	Name of supervisor and phone number	Positions held	Dates (Mo./Yr.) From - To	Reason For Leaving

You may contact my current employer      Yes      No

## PROFESSIONAL REFERENCE INFORMATION

**APPLICANT, PLEASE REQUEST THREE PROFESSIONAL REFERENCES (FROM PRINCIPALS, COLLEGE PROFESSORS, FORMER OR CURRENT SUPERVISORS OF PAID OR VOLUNTEER WORK) AND ONE PERSONAL REFERENCE, OTHER THAN A RELATIVE.**

**FOR BEGINNING TEACHERS, A COLLEGE PLACEMENT FOLDER FROM THE CAREER PLACEMENT OFFICE WILL SUFFICE FOR PROFESSIONAL REFERENCES.**

Have you previously filed an application with the Catholic schools of this archdiocese? Check one  :      Yes      No  
 If yes, please state which school and the approximate date that an application was submitted:

Have you previously been employed within the Catholic schools of this Diocese?      Check one  :      Yes      No  
 If yes, please state which school(s) and approximate date(s) and in what capacity:

Have you completed the Safe Environment Training in the Diocese of Salt Lake City?      Yes      No

If "Yes" give date. Date: \_\_\_\_\_

Please list supervisors (including principals, asst. principals) who will provide professional references beginning with the most recent:

Name and Title	Name of School or Business	Address & Phone Number
1)		
2)		
3)		

## PERSONAL EXPERIENCE AND BACKGROUND

Have you ever served in any branch of the U.S. Military Service?      Check one  :      Yes      No

Are you currently a member of a reserve component unit?      Check one  :      Yes      No

Please check  if you have experience in any of the following:

Community Youth Program or Summer Camp      Religion Teacher in a Parish

For volunteer experience checked above, please give details if within the last five years (locations, dates, supervisors, phone numbers):

Have you ever been discharged or disciplined by an employer for theft, sexual harassment, disruptive behavior, using or possession of a weapon on school or company premises and / or using drugs or illegal substances?      Check one  :      Yes      No

Have you ever plead guilty or *nolo contendere* (no contest) to or been convicted of a felony or misdemeanor involving moral turpitude, regardless of the disposition?

(A crime of moral turpitude is one involving dishonesty, misrepresentation, deliberate violence, or contrary to good morals. Conviction is the adjudication of guilt or the assessment of probation or community service for violation of the Penal Code. Deferred adjudication is deferral of further proceedings and adjudication of guilt by the Court after receiving a plea of guilty or *nolo contendere* by the Defendant.)

Check one  :      Yes      No

If you answered yes to either of the above two background questions, describe in full on a separate sheet.

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**PERSONAL BACKGROUND CLEARANCE WILL BE REQUIRED FOR THE VALIDATION OF A CONTRACT WITH A CATHOLIC SCHOOL FROM THE UTAH DEPARTMENT OF PUBLIC SAFETY OR OTHER GOVERNMENTAL AGENCY.**

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Please answer the following:

What are the strengths you bring to the educational profession?

Why specifically, would you like to serve in a Catholic school?

Would your involvement (attendance, participation, supervision) in religious activities, make you feel uncomfortable or compromise any of your own personal beliefs?

Yes      No      Explain, briefly: \_\_\_\_\_

**VERIFICATION**

NOTIFICATION AND AGREEMENT PLEASE READ BEFORE SIGNING

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE, I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.

Questions regarding this statement should be directed to any employment interviewer before signing.

The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

I authorize the investigation of all statements and information contained in this application.

I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Applications of qualified applicants will be placed on file for consideration as vacancies occur. Applications are removed from the files after one year and re-application must be made.

**Catholic Schools Office 2013 - 2014**