

EMPLOYMENT

The Department of Catholic Schools assists individuals who wish to become employed by one of the 44 schools located within the Archdiocese of San Antonio

Contacts and interviews will be made by the interested principal.

Employment offers will be made by the hiring principal

Dear Applicant,

Thank you for your interest in the Catholic schools of the Archdiocese of San Antonio. The Department of Catholic Schools will facilitate the hiring process by keeping your complete application and required documents on file for **one year** from the receipt of the application. They will be made accessible to schools within the Archdiocese. In order for your file to be activated:

1. Complete and return the *employment application*.
2. Provide official transcripts from all accredited institutions attended. An unofficial copy can be submitted temporarily.
3. Arrange to have three *reference forms* sent within 1 month of receipt of the application
4. Read the "General Information for Applicants" that follows this letter.

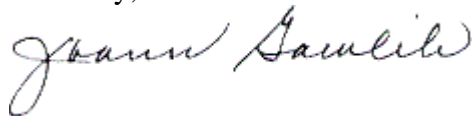
All documents listed above are to be sent to:

**Department of Catholic Schools
Teacher Recruitment
2718 West Woodlawn
San Antonio, TX 78228**

Before being offered a ministry agreement, you must complete a *Criminal Background Search Authorization and Release Form* and return it to the **Archdiocesan Office of Human Resources** for processing. All employment is contingent upon successful completion of the background check.

Thank you for your interest in Catholic education.

Sincerely,



Joann Gawlik
Associate Superintendent

The mission of the Department of Catholic Schools is to provide services and direction to pastors, principals, teachers and other school leaders so that the vision of Catholic education in the Archdiocese of San Antonio can be realized.

GENERAL INFORMATION FOR APPLICANTS

I. REQUIRED DOCUMENTS: Application, Official Transcript(s), 3 reference forms

- A. Download the application from this website. The acceptance of an application does not imply that there is a vacancy or that the applicant is under consideration for immediate appointment.
- B. The application should be filled out completely. Please DO NOT state "See Resume". Indicate N/A as needed.
- C. All documents become the property of the Archdiocese of San Antonio Department of Catholic Schools, which reserves the right to accept or reject them.
- D. All documents must be received within one month of receipt of the first item. If all documents are not received, the existing paperwork will be considered inactive and will be destroyed.
- E. Documents will remain on file for 1 year. The document file can be extended for an additional year if a signed request is submitted.
- F. Confidential inquiry may be made of listed references by the hiring principal. If you do not wish that your present employer be contacted at this time, please indicate so. Your present employer will be contacted before employment.

Send all documents to:

**Department of Catholic Schools
Teacher Recruitment
2718 W. Woodlawn Ave.
San Antonio, TX 78228**

II. EMPLOYMENT

A. Interviewing and Hiring

After careful review and evaluation of the required documents, the applicant's information will be made available to the principals at all archdiocesan affiliated schools. **Contacts and interviews will be made by the interested principal.** Employment offers will be made by the hiring principal.

III. SALARY

- A. All salary arrangements are made at the local campus with the school principal.

IV. INSURANCE

- A. The Archdiocese of San Antonio provides premium paid medical and dental coverage and a prescription service for all full-time employees of the archdiocese.
- B. Dependent coverage is offered at the employee's expense.