

ARCHDIOCESE OF SAN ANTONIO CATHOLIC SCHOOLS OFFICE



APPLICATION



(Please print or type)

Position Desired: (check all applicable boxes)

- Principal / Assistant Principal
Elementary Grades in order of preference (K-5)
Subjects in Grades 6-8 in order of preference
Subjects in Grades 9-12 in order of preference
Counselor Librarian/Library Substitute Instr. Aide

PERSONAL DATA

Last Name First Middle Maiden/Other Names Used Date of Application
Mailing Address City State/Zip Home Phone
Social Security No: Texas Driver's License No:
Religion: Parish:

If employed, can you submit verification of your legal right to work in the United States?

Yes No If no, explain:

CURRENT EMPLOYMENT

Present Employer:

Mailing Address City State/Zip Phone Number

Present Position/Title:

Grade: Subject(s):

Weekly hours spent in teaching: (Circle) Full-time Part-time

Hours spent in other school related tasks (not including class preparation):

Please circle any of the below listed extra-curricular activities which are part of your present assignment.

- Sports Drama Music Forensics Yearbook/Newspaper Community Program Other

Enter below any CCD or other formally organized out-of-school religious education programs, for either children or adults, in which you assist.

Parish/School Name: Grade Level: Hrs/Wk: # of students

EDUCATIONAL BACKGROUND

Please list your educational background beginning with the most recent and continuing back to high school.

Name of School	City/State	Hrs. Earned	Degree Earned	G.P.A.

College Major (24 or more semester hours): _____

College Minor (15 or more semester hours): _____

Total Number of Semester Hours you have earned in Elementary/Secondary Education: _____

Graduate Degree Field: _____

Student Teaching: School Name City/State Grade Level Date

Courses taken in Religious education in the last 5 years: (List: type, duration, location & credit earned.)

Do you hold a Catechetical Certificate? (Circle) YES NO If yes, what (Arch) Diocese? _____

Certificates (teaching and/or other):

State Agency	Type	Certificate #	Date Issued	Date Expires

List major workshops, seminars, grants, or summer programs in which you have participated in the last five (5) years and which were not part of a degree program. (Do not include conventions or single meetings)

ADMINISTRATIVE AND/OR TEACHING BACKGROUND

Please list your employment background beginning with the most recent.

School Name	City/State	Title	Subject	Grade	From/To

OTHER EXPERIENCE

Please list other full-time non-educational employment during the past five (5) years, whether or not it has pertinence for a position in education. In addition, list other experiences which though not academic, have been of service in preparing you for a position in education. Please begin with the most recent.

Employer	Address	Nature of Experience	From/To

Have you ever worked for the Archdiocese of San Antonio? (Circle) YES NO

If yes, when & in what capacity? _____

Have you ever served in any branch of the U.S. Military Service? (Circle) YES NO

Did you receive anything other than an Honorable Discharge? (Circle) YES NO

Are you currently a member of a reserve component unit? (Circle) YES NO

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

- | | |
|---|--|
| <input type="radio"/> VISTA
<input type="radio"/> Peace Corps
<input type="radio"/> Teacher Corps
<input type="radio"/> Teaching Migrant
<input type="radio"/> Community Schools (Military) | <input type="radio"/> Other Foreign
<input type="radio"/> Military Administration
<input type="radio"/> Other Administration
<input type="radio"/> Community Youth Program or Summer Camp |
|---|--|

PROFESSIONAL ASPIRATIONS

Please check below the type of school in which you prefer to work:

_____ Urban (Bexar County) _____ Rural (Outside of San Antonio)

If you checked "Urban" are you willing to relocate to a rural school YES NO

Do you have any special interests, talents or hobbies which might influence the type of assignment you could fulfill?

PROFESSIONAL REFERENCE INFORMATION

Please list the name, title, address, and phone number for those individuals who will be supplying a reference for you, beginning with the most recent employer.

1. _____

2. _____

3. _____

POSITION DATA

Do you have a mode of transportation for getting to work? (circle): YES NO

How soon will you be available? Date: _____

Duration of availability: _____

Reason for leaving your present employment: _____

Full-time or Part-time position desired: _____

PERTINENT INFORMATION

Have you ever been discharged or disciplined by an employer for theft, sexual harassment, disruptive behavior using or possessing a weapon on company premises, and / or using drugs or illegal substances? YES NO

If yes, provide date(s) and details: _____

Have you been convicted, pled guilty, pled nolo contendere, or received deferred adjudication for a felony or misdemeanor?

YES NO

If yes, explain in concise detail on a separate sheet of paper the dates and nature of the offense(s), the name(s) and location(s) of the court(s), and the disposition of the case(s).

***** NOTE: A conviction may not disqualify you, but a false statement will. *****

VERIFICATION

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided below.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that a misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination. I understand that as a condition of employment I will be required to provide legal proof of authorization to work in the United States. I understand that I am granting permission for the Catholic Schools Office of the Archdiocese of San Antonio to verify the information I have listed, and to conduct a criminal background check. Also, I hereby authorize the Archdiocese of San Antonio to conduct an investigative consumer report on me, as defined in Public law 91-508 and/or the Fair Credit Reporting Act, and I understand that such a report may include information as to my character, general reputation, personal characteristics, criminal history, financial conditions and mode of living. I understand that, if an inquiry is made, the nature and scope of the information will be supplied to me upon written request. If I am employed, I agree to abide by and comply with all the rules of the Archdiocese of San Antonio. I fully understand and agree that, if I am employed, my employment is for no definite period and may be terminated at any time by either me or the Archdiocese of San Antonio.

I authorize the references listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from any liability for any damage that may result from furnishing the same to you.

I acknowledge that this application becomes the property of the Catholic Schools Office of the Archdiocese of San Antonio, and that the Archdiocese reserves the right to accept or reject it.

Signature of Applicant: _____

Date: _____