



*Department of Catholic Schools*  
**Diocese of Santa Rosa**

**APPLICATION FOR TEACHING POSITION**

It is the official policy of the Department of Catholic Schools, Diocese of Santa Rosa that the schools shall in no way discriminate against any employee or applicant for employment because of race, color, nationality, gender or ethnic origin.

**PROCEDURE FOR APPLICATION**

1. Applicants for teaching position must possess a bachelor's degree. Applicants who hold a teaching credential are preferred.
2. In addition to this application form, the following documents are required before an applicant will be considered.
  - a. A current transcript of college credits.
  - b. Three letters of recommendation, at least two of which must be professional references. A college career file would fulfill this requirement.
3. The Department of Catholic Schools is a clearinghouse for all applications. The department will retain an application for three years. Copies of this completed application will be forwarded to principals who request. Hiring of teachers is done by the local principal.
4. A **\$20.00 processing fee**, this application and all supporting documents are to be sent to:

**THE DEPARTMENT OF CATHOLIC SCHOOLS**  
**P.O. BOX 6654**  
**SANTA ROSA, CA 95406**

**GEOGRAPHICAL PREFERENCE**

**GRADE AND SUBJECT PREFERENCE**

\_\_\_\_\_ Del Norte County (Crescent City)

\_\_\_\_\_ Elementary (Grades \_\_\_\_\_)

\_\_\_\_\_ Humboldt County (Eureka, Arcata)

\_\_\_\_\_ Secondary (Grades \_\_\_\_\_)

\_\_\_\_\_ Mendocino County (Ukiah)

Teaching Subjects \_\_\_\_\_

\_\_\_\_\_ Sonoma County (Petaluma, Sonoma

\_\_\_\_\_

Santa Rosa, Healdsburg)

\_\_\_\_\_ Napa County (Napa, St. Helena)

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Substitute \_\_\_\_\_

**OFFICIAL USE ONLY**

Date Received \_\_\_\_\_ Supporting Documents \_\_\_\_\_ Date Forwarded \_\_\_\_\_ To \_\_\_\_\_

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<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE INITIAL</b>	<b>MAIDEN NAME</b>
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<b>HOME PHONE</b>	<b>CELL PHONE</b>	<b>EMAIL ADDRESS</b>
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<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
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<b>SOCIAL SECURITY</b>	<b>CITIZENSHIP</b>	<b>BIRTHDATE</b>
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<b>RELIGION</b>	<b>PARISH/CHURCH</b>
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**EDUCATION**

**1. Undergraduate Work**

College & Location	Major/Minor	Dates of Attendance	Degree
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**2. Graduate School**

College & Location	Major/Minor	Dates of Attendance	Degree
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**3. Credentials**

Type	State	Date Issues	Expiration Date
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**EXPERIENCE**

**1. Student Teaching**

School & Location	Subject or Grades	Dates
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**2. Professional Teaching**

School & Location	Subject or Grades	Dates
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**3. Other Employment**

Position	Employer	Address	Phone	Dates	Reason for Leaving
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**MILITARY EXPERIENCE**

Branch of Service: \_\_\_\_\_ What skills did you acquire in the service that would be relevant to this job?

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**REFERENCES**

Three letters of recommendation are required: at least two of these must be professional references, preferably related to teaching experience. It is the applicant's responsibility to solicit these references and have them sent to the Department of Catholic Schools.

Please list the persons from whom references have been requested:

Name	Position	Address	Phone
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**OTHER INFORMATION**

1. Has your teaching credential ever been revoked or suspended? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If YES, please explain:

2. Have you ever left a teaching position at any time other than the end of a school year? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If YES, please explain:

3. Have you ever been dismissed, or asked to resign, from any teaching position? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If YES, please explain:

4. Have you ever been arrested for anything other than a minor traffic violation? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If YES, please explain:

5. Is your HEALTH sufficiently good to carry a full teaching assignment, including extracurricular activities?  
Explain if necessary:

6. Bi-Lingual Ability? English and \_\_\_\_\_

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**RESUME**

Please attach your resume.

**BRIEF STATEMENT**

Please keyboard (or enter) a brief statement outlining:

- 1) Why you wish to teach in a Catholic School;
- 2) The purpose(s) you feel Catholic schools fulfill; and
- 3) The contribution you can personally make to a Catholic school's goals.

**CERTIFICATION**

I hereby certify that the information in this application is true and complete to the best of my knowledge. I understand that any false statements may be sufficient cause for disqualification or, if I am hired, dismissal. I hereby give my permission for contact to be made with references and employers listed herein.

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Applicants Signature

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Date