



DIOCESE OF TYLER
1015 ESE Loop 323
TYLER, TEXAS 75701-9663

SUBSTITUTE APPLICATION

Date of Application _____ Date Available: _____

Name: _____
 Last First Former/Middle Title

Address: _____
 Street City State Zip

Telephone: (Home) _____ (Work) _____

(Cell) _____

Social Security Number: _____ - _____ - _____ E-Mail: _____

Religion: _____ Parish/Church: _____

Address: _____ City/State/Zip: _____

Name of Pastor/Minister: _____ Telephone: _____

PLEASE SUBMIT AN OFFICIAL TRANSCRIPT

WORK PREFERENCE

Subject Preference(s): _____ Grade Preference(s): _____

Certification: _____
 State Type Expiration Date Number

EDUCATION/PROFESSIONAL BACKGROUND: Please complete this section and attach additional sheets as needed.

Name of High School: _____

Address: _____ City/State/Zip: _____

FOR OFFICE USE ONLY

Date Received _____	Date of Application _____	References Received _____
Type of Degree _____	Placement Folder _____	Transcript Received _____
Teaching Area _____	Initial Interview _____	Service Record _____

EDUCATION/PROFESSIONAL BACKGROUND CONTINUED:

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

List any additional special skills, technical or professional knowledge which you may have: _____

Honors, Certification or Endorsements: _____

Semester Hours: _____ Science _____ Mathematics _____ English
 _____ Language Arts _____ History
 _____ Theology/Religion _____ Social Studies

List additional subjects (12 or more semester hours): _____

STUDENT TEACHING:

School: _____ Location: _____

Supervisor/Teacher: _____ Grade Level(s): _____

WORK EXPERIENCE: List all current and previous positions in chronological order starting with the most recent. Please complete this section and attach additional sheets as needed.

Employed From (Mo./Yr.): _____ To: _____
Name of School/Employer: _____
Address: _____ City/State: _____
Name of Principal/Supervisor: _____ Phone Number: _____
Grade/Subject(s) Taught: _____
Work Performed: _____
Department: _____ Your Title: _____
Reason for Leaving: _____

Employed From (Mo./Yr.): _____ To: _____
Name of School/Employer: _____
Address: _____ City/State: _____
Name of Principal/Supervisor: _____ Phone Number: _____
Grade/Subject(s) Taught: _____
Work Performed: _____
Department: _____ Your Title: _____
Reason for Leaving: _____

REFERENCES: Should include, but not limited to, professional, religious, and personal references.

NAME: _____
ADDRESS: _____ CITY/STATE/ZIP: _____
PHONE NUMBER: _____ RELATIONSHIP: _____

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ADDRESS: _____ CITY/STATE/ZIP: _____
PHONE NUMBER: _____ RELATIONSHIP: _____

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ADDRESS: _____ CITY/STATE/ZIP: _____
PHONE NUMBER: _____ RELATIONSHIP: _____

PLEASE ANSWER THE FOLLOWING:

Have you previously filed an application with the Catholic schools of this Diocese?	Yes	No
Do you support the teachings of the Catholic Church?	Yes	No
Have you been under a physician's care or hospitalized within the year?	Yes	No

_____ I understand that investigative background inquiries may be made on me including consumer credit, criminal convictions, motor vehicle or other reports. These reports will include information as to my character, work habits, work performance, education, worker's compensation claims and experience along with reasons for termination of employment from previous employers. I understand this information will be requested from various Federal, State, and other agencies.

_____ I waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understand the above stated information within this release and am signing of my own free will.

_____ I agree to observe all of the Diocese of Tyler guidelines and policies for the program in which I am applying.

_____ I understand the Diocese of Tyler has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Diocese of Tyler cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ I understand that I can withdraw from the application process at any time.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial of the application to provide employment and/or volunteer services and that refusal to inform the Diocese of Tyler of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ I will notify my parish, school, or agency and the Business Office of the Diocese of Tyler if arrested or charged as well as if convicted.

_____ My signature indicates that I have read and understand the above. Do not sign until you have read and initialed the above statements.

I understand that I must attend the Diocese of Tyler Ethics and Integrity for Church Personnel Awareness Training and then, within six (6) months of my hired date, attend and complete the Diocese of Tyler Ethics and Integrity for Church Personnel Basic Training Session. Attendance and a criminal background clearance will be required for the continuation of employment with a Diocese of Tyler Catholic School. The cost of conducting a criminal background check will be paid by the applicant.

I hereby certify that all information given on this application is true, complete and correct, and I hereby give permission to the Catholic Schools Office to forward this application, as well as other credentials, to prospective employers within the Diocese of Tyler.

The Catholic Schools of the Diocese of Tyler shall comply with appropriate federal and state laws and regulations prohibiting discrimination, to the end that no persons shall on grounds of race, color, national or ethnic origin be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination in employment recruitment or selection, whether part-time or full-time or in any educational program, employment, or activity operated by the school.

Applications of qualified applicants will be placed on file for consideration as vacancies occur. At the end of two (2) school years, applications are removed from the files and re-application must be made.

Signature: _____ Date: _____

Driver's License Number: _____ State: _____