



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

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 \_\_\_\_\_ History

\_\_\_\_\_ Language Arts \_\_\_\_\_ Theology/Religion

\_\_\_\_\_ English \_\_\_\_\_ Social Studies

List additional subjects (12 or more semester hours): \_\_\_\_\_

\_\_\_\_\_

**STUDENT TEACHING:**

School: \_\_\_\_\_ Location: \_\_\_\_\_

Supervisor/Teacher: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_

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

Do you have any known limitations - mental, physical or sensory - which could affect your performance on the job for which you are applying?                      Yes                      No

If yes, please explain and indicate any accommodation required: \_\_\_\_\_

\_\_\_\_\_

Are you a citizen of the United States?                      Yes                      No

If not, are you legally eligible for employment in the United States?                      Yes                      No

Have you ever been treated for drug, alcohol, or any other substance abuse?                      Yes                      No

Have you ever been convicted of a crime of sexual abuse, physical abuse, sexual harassment or exploitation?  
                    Yes                      No

Have any civil or criminal complaints, or any other written complaints, ever been made against you relating to sexual abuse, sexual harassment or exploitation, or physical abuse?                      Yes                      No

Have you ever been dismissed from any position because of immoral conduct, unprofessional conduct, unfitness for service, or unsatisfactory service?                      Yes                      No

Have you ever pleaded guilty or nolo contendere (no contest) to or been convicted of a felony or misdemeanor involving moral turpitude, regardless of 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 deferred of further proceedings and adjudication of guilt by the Court after receiving a plea of guilty or nolo contendere by the Defendant.)                      Yes                      No

**IN YOUR OWN HANDWRITING, PLEASE ANSWER THE FOLLOWING:**

What are the strengths you bring to your profession (teacher, nurse, librarian, etc.): \_\_\_\_\_

\_\_\_\_\_

Why have you chosen to serve in a Catholic school? \_\_\_\_\_

\_\_\_\_\_

List Professional Growth: (Workshops, Seminars, Courses, Presentations, etc.): \_\_\_\_\_

\_\_\_\_\_

The Catholic Schools of the Diocese of Tyler promote a Catholic philosophy of life, attempt to create a Catholic Christian atmosphere in the schools, and teach a Catholic Christian value system. All faculty members are expected to play an integral part in creating and maintaining a Catholic Christian atmosphere and in promoting Catholic Christian values. Do you feel that you would be capable of functioning effectively in this situation and are you comfortable in these expectations?                      Yes                      No

**PLEASE INITIAL EACH OF THE STATEMENTS BELOW:**

\_\_\_\_\_ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my ministry involvement.

\_\_\_\_\_ I hereby authorize the Diocese of Tyler to conduct a personal and professional background check for the purpose of this application. The Diocese of Tyler may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the Diocese of Tyler's contact with the individuals for purpose of employment or volunteer services.

\_\_\_\_\_ I also hereby give complete permission for the Diocese of Tyler to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment or volunteer services.

\_\_\_\_\_ 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 understand that a criminal background check will be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

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

**PLEASE INITIAL EACH OF THE STATEMENTS BELOW:**

\_\_\_\_\_ 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 THE HIRED DATE, COMPLETE THE DIOCESE OF TYLER ETHICS AND INTEGRITY FOR CHURCH PERSONNEL BASIC TRAINING. ATTENDANCE AND A CRIMINAL BACKGROUND CLEARANCE WILL BE REQUIRED FOR THE VALIDATION OF A CONTRACT 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.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

**FEDERAL AND STATE ANTI-DISCRIMINATION**

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.

November 2007

**CATHOLIC SCHOOLS OFFICE  
DIOCESE OF TYLER**

**APPLICATION GUIDELINES FOR A POSITION IN  
THE DIOCESE OF TYLER CATHOLIC SCHOOLS**

1. Complete the application
2. Request that official transcripts be mailed directly to this office from all accredited institutions attended (or U.S. Equivalency if your degree was received outside of the U.S.)
3. Submit a copy, front and back, of your teaching certificate. If a teacher certificate has not yet been processed, a letter from your college or university certification officer is required.
4. Copy of your teacher service record, if applicable.
5. Your application and documents become the property of the Diocese of Tyler Catholic Schools.
6. Submission of your application authorizes the Catholic Schools Office and any Diocese of Tyler hiring school principal to contact the references listed on the application.
7. The interview process is conducted by the hiring principal.
8. Salary arrangement is made with the hiring principal.
9. Employment is contingent upon the completion of a Diocese of Tyler Ethics and Integrity Training Session and the Diocese obtaining a criminal background check.
10. Your application will remain on file for two years.

All Catholic schools in the State of Texas are accredited through the Texas Catholic Conference Accreditation Commission and are members of the National Catholic Education Association.