

APPLICATION FOR EMPLOYMENT: TEACHER



St. Columba School
1801 East Third Ave.
Durango, CO 81301

(970) 247 - 5527
(970) 749 -6641 (principal cell)

In order that your application may be properly evaluated, it is essential that all of the following questions be answered carefully and completely. In addition, please have the following sent to our office:

- 1. Photocopy of your Colorado State Certification (To obtain certification, request forms from: Teacher Certification and Education, 201 E. Colfax Ave., Denver, CO 80203).
2. Photocopies of any teaching certificates from other states.
3. Official College Transcripts.
4. Resume.
5. Letters of recommendation related to teaching skills.

Please Print

Name: Last First Middle Initial Date:

Address: Street City State Zip Code

Social Security: Telephone Number:

Religious Preference: Parish Affiliation:

Previously employed by any Diocese? NO YES If yes, when?

If yes, where?

When can you start? How were you referred to Holy Family School?

POSITION DESIRED. Designate in order of preference of 1, 2, 3, etc. the type of position desired, and indicate the specific subject or grade preference on the lines:

Elementary Grades K - 6 Special Education

Middle School Grades 7-8 (subjects) Foreign Language

Athletic Coach Computers

Music/Art Physical Education

Library Other subjects/activities you are

Qualified to teach/direct

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Circle one: FULL TIME PART TIME EITHER

YES ____ I WOULD LIKE TO DO SUBSTITUTE TEACHING

Service, past or present, given in local parish, e.g., Religious Education teacher, chair member, Eucharistic Minister, etc.

PROFESSIONAL INFORMATION - List teaching/administrative certification held.

State	Type of Certificate	Date Issued	Certificate Number	Date of Expiration
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EDUCATION BACKGROUND

Date (month and year) you received your Bachelor's Degree _____
Major _____ Minor _____

List all credit hours received beyond the Bachelor's Degree. Specify quarter (Q) or semester (S) hours.

YEARS	COLLEGE/ UNIVERSITY	CITY STATE	SUBJECT AREA	CREDIT HOURS
19__ to 19__	_____	_____	_____	_____
19__ to 19__	_____	_____	_____	_____
19__ to 19__	_____	_____	_____	_____
19__ to 19__	_____	_____	_____	_____

Date (month and year) you received your Master's Degree _____
Major: _____ Minor: _____
Name and location of College/University _____

U.S. MILITARY RECORD

Service Branch	Date Entered	Date Discharged	Final Rank
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What were your duties? _____

What special training did you receive? _____

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

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REFERENCES: Give three or more references, including superintendents and principals under whom you have taught. These persons should have first-hand knowledge of your character, personality, scholarship, and teaching ability.

Name and Position: _____
Address: _____
Telephone Number _____

Name and Position: _____
Address: _____
Telephone Number _____

Name and Position: _____
Address: _____
Telephone Number _____

EMPLOYMENT EXPERIENCE: List all of your current and previous positions (paid and unpaid) in chronological order starting with the most recent. List all your certificated teaching experience which consists of a semester or more under regular contract. Please complete this section and attach additional sheets as needed even if you submit a resume.

1. Employed From _____	To _____
Company Name _____	Your Title _____
Address _____	Department _____
City & State _____	
Supervisor's Name and Title _____	Supervisor's Phone Number _____
Work Performed _____	

Reason for leaving: _____

2. Employed From _____	To _____
Company Name _____	Your Title _____
Address _____	Department _____
City & State _____	
Supervisor's Name and Title _____	Supervisor's Phone Number _____
Work Performed _____	

Reason for leaving: _____

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3. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Department _____
City & State _____
Supervisor's Name and Title _____ Supervisor's Phone Number _____
Work Performed _____

Reason for leaving: _____

4. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Department _____
City & State _____
Supervisor's Name and Title _____ Supervisor's Phone Number _____
Work Performed _____

Reason for leaving: _____

5. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Department _____
City & State _____
Supervisor's Name and Title _____ Supervisor's Phone Number _____
Work Performed _____

Reason for leaving: _____

6. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Department _____
City & State _____
Supervisor's Name and Title _____ Supervisor's Phone Number _____
Work Performed _____

Reason for leaving: _____

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7. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for leaving: _____

Of the jobs you have held, which did you like the most, and why? _____

Of the jobs you have held, which did you like the least, and why? _____

May we contact your present employer? YES NO

OTHER QUESTIONS

Has anyone ever brought or threatened to bring a civil or criminal claim against you alleging physical or sexual abuse or sexual harassment by you? YES NO

If yes, give a short explanation of the complaint. Please indicate the date, nature and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.

Have you ever been convicted of any felony or misdemeanor? YES NO

If yes, give a short explanation of the incident. Please indicate the date, nature, and place of the incident, the disposition of the allegations, and your employer at the time, including your employer's name, address, and telephone number.

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Has any employer ever disciplined you or terminated your employment or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, sexual harassment by you, your unsafe driving, or your theft? YES NO

If yes, give a short explanation of the allegations. Please indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time, including employer's name, address, and telephone number.

Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you? YES NO

If yes, give a short explanation of the treatment, including date(s), nature and locations(s), identifying the treating physician with name, address, and telephone number.

STATEMENT OF PHILOSOPHY OF CATHOLIC EDUCATION:

Please answer each of the questions given below as best you can. The space provided should be adequate. Please do not type.

1. Why did you choose teaching as a profession?

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2. What are your strengths?

3. Where do you need improvement?

4. How would you differentiate a superior teacher from a mediocre teacher?

5. How do you think your peers would describe you?

6. How will (do) you go about finding out about students' attitudes and feelings about your class?

7. How do you meet the needs of individual children

8. What can your principal expect from you? Why should we hire you? What contribution can you make?

9. What do you expect of your principal? What do you expect of your school support staff?

9. Please describe your reason for wanting to teach in a Catholic school:

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APPLICANT'S DECLARATION, AUTHORIZATION, AND RELEASE

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize the Diocese of Pueblo and its agents to verify any information related to my application or resume. I also authorize individuals, schools, employers, and law enforcement officials to freely release any information concerning my background, and hereby release any and all of them from any liability for doing so.

Print Name

Signature

Date

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