**IMPORTANT:** Before consideration will be given for employment, the candidate must have on file a complete set of transcripts (copies will be accepted during application process; however, originals will be **required** if applicant is hired), confirmation of the current status of applicant’s California Teaching Certificate, two professional and one character reference.

You will be notified when all of these items have been received. The file will be placed in the active applicant file and will receive consideration for openings for which the applicant is certified and has expressed an interest.

This application will be kept on file for one school year or until hired (whichever comes first).

**It is the policy of the Diocese of Orange Catholic Schools not to discriminate in hiring on the basis of age, race, gender, disability or national origin.**

**Date:**

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| **Please type or print, fill out completely and accurately, and submit via email to** [**nricco@rcbo.org**](mailto:nricco@rcbo.org) | | | | | | | | | | |
| **PERSONAL INFORMATION** | | | | | | | | | | |
| **Name** |  | | | | | | | | | |
| **Address** |  | | | | | | | | | |
| **City** |  | **State** |  | | | **Zip** |  | **E-mail** |  | |
| **Home Phone** | | | | **Work Phone** | | | | | | **Cell Phone** |
| **How long at above address?**       **If the above address is not your permanent address or you have lived there less than five years, please provide the following information:** | | | | | | | | | | |
| **Previous/Permanent Address** | | | | | | | | | | |
| **City** | | | | | **State** | | | | | **Zip** |
| **Please list any other former name(s) or alias you may be using, or have used in the past.** | | | | | | | | | | |
| **Catholic?** **Yes**  **No** | | | | **Practicing**  **Yes**  **No** | | | | | **Parish:** | |
| **Have you worked for the Diocese of Orange before:**  **Yes**   **No**  **If so, when and where:** | | | | | | | | | | | |
| **Name(s) of relative(s)/friend(s) working for the Diocese of Orange:** | | | | | | | | | | | |
| **List of parish involvement/activities:** | | | | | | | | | | |
| **Describe ministerial experiences of stewardship and service in the parish and beyond:** | | | | | | | | | | |
| **If non-Catholic are you willing to support Catholic teaching and philosophy?**  **Yes**   **No** | | | | | | | | | | |

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| **TEACHING PREFERENCE** | | | | | | | | | | |
| **EMPLOYMENT** | | **GRADE** | | | | | | **LOCATION** | | |
| Full Time | | Primary (K-3)  Intermediate (4-6) | | | Junior High (7-8)  High School (9-12) | | | Will relocate | | |
| Part Time | | Will travel | | |
| Substitute | | Near home | | |
| **SUBJECT(s)** | | | | | | | | | | |
| Religion | Reading | | Social Studies | | | Art | Science | | | Technology |
| Mathematics | Language Arts | | Physical Education | | | Music | Other | | | |
| 1. Are you certified to teach Religion? | | | | | | | | | Yes  No | |
| 1. If "**NO**", are you willing to pursue a course of studies leading to basic certification? | | | | | | | | | Yes  No | |
| 1. Do you have the legal right to work in the United States? (Proof of U. S. Citizenship or immigration status will be required upon employment) | | | | | | | | | Yes  No | |
| 1. Do you have a valid California Teaching Certificate? | | | | | | | | | Yes  No | |
| Type of certificate  Certificate Number | | | | Expiration Date  Certification in another State: State of | | | | | | |
| 1. Duplicates of transcripts and certificates verifying my credentials and degrees are enclosed.  (Note: For the application to be considered, a copy of your California Teaching Certificate must be attached) | | | | | | | | | Yes  No | |

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| **EDUCATIONAL PREPARATION (Schools attended)** | | | | | |
| **Name of School** | | **Location (City, State)** | **Dates (Years)** | | **Year of Graduation / Degree** |
| **Elementary:** | |  |  | |  |
| **High School:** | |  |  | |  |
| **Undergraduate:** | |  |  | |  |
| **Graduate:** | |  |  | |  |
| **Highest degree earned:** | | **Graduate semester hours earned after highest degree:** | | | |
| **Undergraduate:** | **Major:** | **Minor:** | | **Other hours:** | |
| **Overall GPA** | | **Graduate degree(s) in:** | | | |
| **Activities and Honors** | | | | | |
| Please list any activities or sports which you are able to direct or coach successfully at the middle school or high school level: | | | | | |
| List any college activities engaged in and any honors received (professional activities, interest, organizations, extent of participation): | | | | | |
| List any community activities, organizations or clubs: | | | | | |

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| **STUDENT TEACHING EXPERIENCE** | | | | | | | | |
| **Name of School** | **City, State, Telephone** | | **Grades or Subject** | | **Dates** | | | **Cooperating Teacher** |
|  |  | |  | |  | | |  |
|  |  | |  | |  | | |  |
| **TEACHING EXPERIENCE (Attach additional pages if needed)** | | | | | | | | |
| **Grade/Subject Taught** | | **School & Supervisor Name** | | **Telephone** | | | **Dates** | |
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|  | |  | |  | | |  | |
| Total years of full-time contractual teaching: | | | | # of those years in Catholic Schools: | | | | |
| **OTHER WORK EXPERIENCE (Attach additional pages if needed)** | | | | | | | | |
| **Employer & Supervisor Name** | | **City, State, Telephone** | | **Nature of Work** | | | **Dates** | |
|  | |  | |  | | |  | |
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| **In a separate Word or .pdf file, please submit your responses to the following questions when you submit the application:**   1. **Explain what attracted you to the ministry of teaching.** 2. **Explain why you wish to teach in a Catholic school.** 3. **What do you think are the challenges for today’s educators?** | | | | | | | | |
| **CURRENTLY EMPLOYED?** | | | | | | | | |
| If employed, when can you begin work? | | | | | | | | |
| If you are presently employed, may we contact your employer?  Yes  No | | | | | | | | |
| If no, please explain: | | | | | | | | |
| Name: | | | | | | Phone: | | |
| Present Position: | | | | | | | | |
| Reason for leaving position: | | | | | | | | |
| Present (or most recent) administrative supervisor (s): | | | | | | | | |

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| **PROFESSIONAL REFERENCES** (Two references are required, including reference from superintendents and/or principals under whom you have taught, who have firsthand knowledge of your character, personality, scholarship and teaching ability.) | | | | | | | | |
| Name (Most recent Principal/Supervisor) | | | | Phone | | | | |
| Current Address | | City |  | State |  | | Zip |  |
| Name | | | | Phone |  | | | |
| Current Address | | City |  | State |  | | Zip |  |
| **CHARACTER REFERENCE** (Pastor of current parish preferred) | | | | | | | | |
| Name | | | | Position |  | | | |
| Church | | | | Phone | |  | | |
| Current Address |  | City |  | State |  | | Zip |  |

**CONVICTION STATEMENT**

“Yes” answers to the following five questions will not necessarily result in denial of employment. The Diocese will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the Diocese in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

|  |  |
| --- | --- |
| 1. **Have you ever been convicted of or admitted committing,** (excluding only minor traffic violations not involving any allegations of drug or alcohol impairment) **a crime or felony?** You are expected to answer “Yes” even if the matter was later dismissed, deferred, vacated, or expunged. If you answer “yes,” please provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case(s). | **Yes**  **No** |
| **Explanation:** | |
| 1. **Have you ever been dismissed** (fired) **from any job, or resigned at the request of your employer, or voluntarily left employment while charges against you or an investigation of your behavior was pending?** You are expected to answer “Yes” even if the matter resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “Yes” please provide the date of termination of employment, the name, address, and telephone number of the employer(s) and your statement of the alleged reasons for termination. | Yes  No |
| **Explanation:** | |

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| 1. **Have you ever had any license or certificate of any kind** (teaching certificate or otherwise) **revoked or suspended, or have you in any way been sanctioned by, or has any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private?** If you answer “Yes,” please provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, your statement of the accusations against you and the final disposition. | **Yes**  **No** |
| **Explanation:** | |
| 1. **Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body** (teacher certification or otherwise**) or by your current or any previous employer?** If you answer “Yes” you are expected to provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you. | **Yes**  **No** |
| **Explanation:** | |
| 1. **Have you ever been convicted of or admitted to committing a crime against a minor**? If “Yes,” provide details, including date of conviction, court where convicted, sentence imposed, and present status of conviction. | **Yes**  **No** |
| Explanation: | |
| Use this space for any additional comments or information: | |

**READ BEFORE SIGNING THIS APPLICATION**

I understand that any false statements or omissions of information will be sufficient cause for discharge, if employed.

1. I authorize all schools that I attended and all previous employers to furnish the Diocese of Orange my record, reason for leaving, and all information they may have concerning me. I also authorize investigation of all statements in this application.
2. In consideration of my employment, I agree to conform to the rules and regulations of the Diocese of Orange. I acknowledge my employment and compensation can be terminated at any time, at the option of the Diocese or myself.
3. I understand that no representative of the Diocese has the authority to enter into any agreement contrary to the foregoing.
4. I acknowledge that I am expected to support and uphold the Catholic teachings during the entire term of my employment.

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| --- | --- | --- | --- |
| Signature |  | Date |  |