

**Diocese of Ogdensburg**  
**Department of Education**  
**Catholic Schools**  
**Application for Teaching**

Date \_\_\_\_\_

**General Note to Applicants:**

The use of this application form by the Catholic School of the Diocese of Ogdensburg in no way indicates that employment is offered or necessarily will be offered. Eligible applicants may be offered employment by the local school entity, which is the employer of record.

**INSTRUCTIONS TO THE APPLICANT:**

1. Complete this application in your own handwriting or printing: **DO NOT TYPE**
2. Read carefully the statement on the last page. Sign and return the application to the Catholic School of application
3. To complete the application process: a letter of application, resume, letters of recommendation (see attached), a copy of your certification and transcripts.
4. If you are a recent graduate, your placement file can be submitted.
5. If possible, submit a Pastor's Reference Form (see attached).

**PLEASE PRINT:**

NAME \_\_\_\_\_  
Last First Maiden Name

ADDRESS \_\_\_\_\_  
Street and Number City State Zip

TELEPHONE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RELIGION \_\_\_\_\_ CHURCH OF ATTENDANCE \_\_\_\_\_

CITIZENSHIP: \_\_\_\_ CITIZEN \_\_\_\_ NON-CITIZEN

If non-citizen, are you legally eligible for employment in the USA? \_\_\_\_ Yes \_\_\_\_ No

DATE YOU ARE AVAILABLE FOR EMPLOYMENT: \_\_\_\_\_

I am interested in teaching the following: (Check all areas of interest)

\_\_\_\_ Secondary (7-12) Specify Subject \_\_\_\_\_

Elementary \_\_\_\_ Pre-K \_\_\_\_ K-3 \_\_\_\_ 4-6 Specify Subject Area(s) \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Type of School	Name of School	City and State	Degree Earned	Dates Attended	Date Degree Granted
High School					
College					
Or					
University					
Other					

## CERTIFICATION

Please provide us with a **copy** of any certificate or license you have earned.

Subject /Certification Area and State of Origin	TYPE	EFFECTIVE DATE	EXPIRATION DATE
<input type="checkbox"/> NY <input type="checkbox"/> OTHER_____	<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Initial		
<input type="checkbox"/> NY <input type="checkbox"/> OTHER_____	<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Initial		
<input type="checkbox"/> NY <input type="checkbox"/> OTHER_____	<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Initial		
<input type="checkbox"/> NY <input type="checkbox"/> OTHER_____	<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Initial		

## GENERAL INFORMATION

- Month, day, and year available for employment \_\_\_\_\_ Are you under contract? \_\_\_\_\_ No \_\_\_\_\_ Yes
- If yes, where? \_\_\_\_\_
- If presently employed, why do you wish to change? \_\_\_\_\_
- If under contract, can you be released if you are offered another position? \_\_\_\_\_ No \_\_\_\_\_ Yes
- If not under contract, have you ever held a continuing contract in aCatholic School of the Diocese? \_\_\_\_\_ No \_\_\_\_\_ Yes
- If yes, give school and date(s) \_\_\_\_\_
- Have you ever been refused tenure or a continuing contract? (If yes, explain below) \_\_\_\_\_ No \_\_\_\_\_ Yes
- Have you ever had a certificate or license revoked or suspended? (If yes, explain below) \_\_\_\_\_ No \_\_\_\_\_ Yes
- Have you ever been discharged or requested to resign a position? (If yes, explain below) \_\_\_\_\_ No \_\_\_\_\_ Yes
- Have you ever been convicted of crime other than a minor traffic violation? \_\_\_\_\_ No \_\_\_\_\_ Yes  
(If yes, explain below)

## ADDITIONAL REMARKS AND/OR EXPLANATIONS FROM GENERAL INFORMATION


**EXPRESSION OF VALUES AND BELIEFS:** In the space below please describe your values and beliefs as related to your desire to teach in a Catholic school of the Diocese of Ogdensburg, indicating (1) why you wish to teach in a **Catholic** school, (2) what special skills and competencies you bring to a **Catholic** school, (3) how you view your own religious beliefs and values in relation to teaching in a **Catholic** school. (If you wish, you may write on a separate sheet and attach to application.)

**REFERENCES**

It is the applicant’s responsibility to have the following information provided to the Catholic School of application in order to be considered for employment.

- A. The names of at least three reference sources must be provided including current employer if employed, or last employer if not currently employed.
- B. Unless included in placement file, applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from the last contracted experience. Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and cooperating teacher(s) in the placement file or by listing names below.
- C. May we contact your present employer?                      \_\_\_NO    \_\_\_YES

Name of Reference	Position/ Relationship	Mailing Address	Phone Number

## GUIDING PRINCIPLES FOR TEACHERS IN CATHOLIC SCHOOLS

Education is one of the most important missions of the Church. All Catholic School educators continue to share in the mission of the Church, “making faith become living, conscious, and active through the light of instruction.” (To Teach as Jesus Did) “The Catholic school is the unique setting within which this ideal can be realized. Indeed, Catholic Schools are the most effective means available to the Church for the education of children and young people.” (Sharing Light of Faith)

The success of our Catholic educational system depends upon professional competence and the quality of instruction. It also depends on the dedication and commitment of the educator.

.....

I have read the above guiding principles and agree that, if employed by a Catholic School in the Diocese of Ogdensburg, I will teach and act in accordance therewith.

I understand that credentials filed in support of this application become the property of the Catholic School and/or the Department of Education and will not be returned.

I further realize that any material omission or falsification of information provided by me on this application will result in its invalidation.

In connection with my application for employment, I hereby permit the Catholic School and/or the Department of Education of the Diocese of Ogdensburg, New York, to investigate my background. I authorize all companies, institutions, current and former employers and persons who receive a reproduction of my signature below to furnish information they may have concerning me, and I release them from any liability in doing so.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **AUTHORIZATION FOR THE RELEASE OF INFORMATION STATEMENTS**

### **RELEASE OF INFORMATION STATEMENT**

**(Applicant)**

I, \_\_\_\_\_, authorize the \_\_\_\_\_ to

**Name**

**School**

conduct a background investigation in order to assess my eligibility for a position of employment, I authorize all persons who may have information relevant to this investigation to disclose it (including photocopies where requested) to \_\_\_\_\_ or their agents, and I release all

**School**

persons from liability on account of such disclosure. I understand that the investigation may include verification of past employment, education, residential history, psychological makeup, criminal record check, and opinions of reference.

I authorize that a photocopy of my signature below may be used to obtain information regarding investigation. This is valid for a period of (1) year.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Pastor's Reference Form  
For  
Teacher Applicant**

**Name of Applicant** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**To Pastor/Clergy:**

The above named individual has applied for a teaching position in the Catholic Schools of the Diocese of Ogdensburg. Your signature on this form indicated that this applicant is known to you and is an actively practicing member of the faith. Any comments you care to make will be appreciated and be kept confidential.

**Name of Church** \_\_\_\_\_ **Date** \_\_\_\_\_

**Pastor's Signature** \_\_\_\_\_

**Comments**

---

---

---

---

---

---

---

---

---

---

## REFERENCE RESPONSE

Applicant's Name and Address:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Person Being Asked as Reference:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

The above applicant has applied for a teaching position in the Catholic School system of the Diocese of Ogdensburg and has given your name as one acquainted with his/her experience and qualifications. Would you please use the back of this sheet to write a statement regarding this applicant's integrity, ability to teach, ability to relate to students, administrators and peers, together with any other information that is relevant to an application for teaching in our system.

PLEASE RATE THE APPLICANT BY PLACING A CHECK IN THE APPROPRIATE SPACE.

PROFESSIONAL QUALITIES	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Intellectual Ability					
General Knowledge					
Oral Expression					
Written Expression					
Knowledge of Technology					
Discipline					
Understanding of Children					
Interest in Professional Growth					
<b>PERSONAL QUALITIES</b>					
Character					
Perseverance					
Tact					
Health					
Emotional Maturity					
Working with Others					
Creativity					
Personal Appearance					

In what relationship have you known the applicant? \_\_\_\_\_

Would you re-employ (or employ) the applicant? \_\_\_\_\_

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

Present Position: \_\_\_\_\_

## REFERENCE RESPONSE

Applicant's Name and Address:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Person Being Asked as Reference:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

The above applicant has applied for a teaching position in the Catholic School system of the Diocese of Ogdensburg and has given your name as one acquainted with his/her experience and qualifications. Would you please use the back of this sheet to write a statement regarding this applicant's integrity, ability to teach, ability to relate to students, administrators and peers, together with any other information that is relevant to an application for teaching in our system.

PLEASE RATE THE APPLICANT BY PLACING A CHECK IN THE APPROPRIATE SPACE.

PROFESSIONAL QUALITIES	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Intellectual Ability					
General Knowledge					
Oral Expression					
Written Expression					
Knowledge of Technology					
Discipline					
Understanding of Children					
Interest in Professional Growth					
<b>PERSONAL QUALITIES</b>					
Character					
Perseverance					
Tact					
Health					
Emotional Maturity					
Working with Others					
Creativity					
Personal Appearance					

In what relationship have you known the applicant? \_\_\_\_\_

Would you re-employ (or employ) the applicant? \_\_\_\_\_

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

Present Position: \_\_\_\_\_



## REFERENCE RESPONSE

Applicant's Name and Address:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Person Being Asked as Reference:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

The above applicant has applied for a teaching position in the Catholic School system of the Diocese of Ogdensburg and has given your name as one acquainted with his/her experience and qualifications. Would you please use the back of this sheet to write a statement regarding this applicant's integrity, ability to teach, ability to relate to students, administrators and peers, together with any other information that is relevant to an application for teaching in our system.

PLEASE RATE THE APPLICANT BY PLACING A CHECK IN THE APPROPRIATE SPACE.

PROFESSIONAL QUALITIES	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Intellectual Ability					
General Knowledge					
Oral Expression					
Written Expression					
Knowledge of Technology					
Discipline					
Understanding of Children					
Interest in Professional Growth					
<b>PERSONAL QUALITIES</b>					
Character					
Perseverance					
Tact					
Health					
Emotional Maturity					
Working with Others					
Creativity					
Personal Appearance					

In what relationship have you known the applicant? \_\_\_\_\_

Would you re-employ (or employ) the applicant? \_\_\_\_\_

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

Present Position: \_\_\_\_\_