

TEACHING APPLICATION

Send application, a copy of your current license(s), and transcripts to the school you are applying.

PERSONAL HISTORY

Last Name _____ First Name _____ Middle Name _____

Is there any other name under which your records may be listed? _____

Address _____
Street City, State Zip Code

Email Address _____

Area Code and Phone Number _____

EDUCATIONAL BACKGROUND

College _____ City and State _____ Degree _____

High School _____ City and State _____

Elementary _____ City and State _____

Applying for position of _____

Administrative Experience: Diocese of Youngstown _____

Other _____ Total _____

Teaching Experience:
(prior to this year) Grades K-8 _____ years

Grades 9-12 _____ years

Total _____ years

Date of Application _____

Religion _____ Citizenship: Yes ___ No ___

Church _____ Address _____

Single _____ Married _____ Widowed _____

Divorced _____ Remarried _____

Have you ever been convicted of a felony? Yes ___ No ___

Have you ever been dismissed from a teaching position or been asked not to return? Yes ___ No ___

Have you had a Teaching/Admin license suspended or revoked? Yes ___ No ___

If yes to any of the above, please describe.

Do you have any religious education background other than high school religion courses? Yes ___ No ___
If yes, please describe.

Number of credits _____ and/or CCD or other religion teaching experience: _____

Type of religious education certificate held _____

Date of expiration _____

County in which you are interested in teaching:

___ Ashtabula ___ Columbiana ___ Mahoning
___ Portage ___ Stark ___ Trumbull

ADMINISTRATIVE AND TEACHING LICENSE(S)

Names of administrative and teaching license(s) that you hold or for which you are eligible to apply:

State	Date Issued	Expiration Date	Serial Number	Administrative Position, Subject, or Grades Covered by License
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

WORK EXPERIENCE (Begin with this year's assignment)

School/Firm	City and State	Administrative Position Grade and Subjects (if teaching) Occupation (if non-teaching)	From	Dates To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other experience that qualifies you for this position: _____

PROFESSIONAL MEMBERSHIPS

Names of professional organizations to which you belong and position held (if applicable):

Professional Organization	Position Held
_____	_____
_____	_____

REFERENCES (Four [4] references are REQUIRED)

Pastor	Address, City, State and Zip Code	Phone	Position
Employer	Address, City, State and Zip Code	Phone	Position
Other	Address, City, State and Zip Code	Phone	Position
Other	Address, City, State and Zip Code	Phone	Position

ACKNOWLEDGEMENT

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE. I certify that the information contained in this application is true, complete, and accurate. For married applicants, I certify that my marriage is recognized as valid by the Catholic Church. I understand that any falsification or misrepresentation of the information contained in this application could result in my discharge should I be employed in the Diocese of Youngstown or denial of initial employment. I hereby authorize the Diocese of Youngstown to contact past employers, educational institutions, personal references, and/or law enforcement agencies to release any and all information concerning my past employment work history, performance, and personal character.

I also authorize my present employer, previous employers, present and previous fellow employees, educational and training institutions, and any other persons to furnish any information concerning my personal character, habits, or employment records to the Office of Catholic Schools and interested schools. I further authorize the Office of Catholic Schools and any interested schools to verify any information I have provided in this application. This information may include present and former employers, educational and training institutions, and other appropriate sources. I specifically authorize the Office of Catholic Schools and/or any interested schools to request that the Bureau of Criminal Identification and Investigation (BCI) research and determine whether the BCI has any information pertaining to me. I understand that the research of the BCI must be completed, and the results must be satisfactory to the Diocese of Youngstown, in its sole discretion, before any contract of employment may be offered to me. I hereby release and hold harmless all such past employers, educational institutions, personal references, law enforcement agencies, and the Diocese persons from any and all liability resulting from potential damages I may incur in the reference verification process and for furnishing such information. I further understand that I will not be allowed access to such confidential replies. This application will be kept on file for two years.

Signed _____ Date _____

MISSION STATEMENT and EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Our Mission: We are people of God in the Roman Catholic Diocese of Youngstown. Blessed with a rich variety of backgrounds and talents, we are a living reflection of the Universal Church. Through our baptism, we continue Christ's mission to further the kingdom of God through the human family. We share our living faith by proclaiming the Gospel in word and example.

Except where required or permitted by law, qualified applicants will be considered regardless of age, race, color, sex, religion, disability or national origin. By law, church organizations may exclude religion entirely or partially from the list of protected categories. Therefore, active membership in the Catholic Church may be a bona fide requirement of employment. This requirement also means, among other things, hiring persons in marriages recognized as valid by the Catholic Church for employees who are married, having employees who are supportive of Catholic doctrine and the Catholic faith, and who abide by the values and mission of the Diocese and Roman Catholic Church.

The Office of Catholic Schools follows the Equal Employment Opportunity policy subscribed to by the Diocese of Youngstown. The policy follows the provisions of the Civil Rights Act of 1964, amended March 24, 1972.

Office Use: _____
date received _____