Dear Teacher Applicant:

Thank you for expressing interest in employment with the Diocese of San Jose. We want to be able to give the principals in our diocese a current list of available candidates for teaching positions for the coming school year.

In order to facilitate the application process, all applicant files must contain the following documentation to be complete:

- Completed application form (enclosed)
- Resume
- Copy of all degrees
- Copy of all college transcripts
- Copy of current California teaching credential, or evidence of enrollment in a Credential Program
- Three professional references
- Three letters of recommendation
- Verification of previous teaching experience, if applicable

When all of this documentation has been received in our office, you will be placed on a list that is given to the principals. As openings occur, the principals will call applicants directly for an interview.

Applicants are left on our list for two years. In January of each year, the Personnel Office sends an inquiry letter to applicants asking if you are interested in remaining as an applicant for a second year. At the end of the second year, applicant files are closed.

Any applicant may re-apply at the end of the two year period by contacting our office and updating their personnel file. If you have any questions, please call the Personnel Office at the Diocese of San Jose at (408) 983-0149.
DIOCESE OF SAN JOSE
TEACHER APPLICATION FORM

NAME:  Last   First   M.I.      Social Security #

ADDRESS:  Street    City   State Zip

PHONE:   Day        Night

Religion     Parish/Church

Are you a practicing Roman Catholic or, if not, an active member of the religious affiliation indicated above?

Do you have knowledge of Catholic doctrine and are you willing to teach in accordance with it?

Employment Preferences (please check all that apply):

Employment Status:
Full Time ____    Part Time ____    Substitute ____    Temporary ____

Grade Level:
Early Childhood ____ (Pre-K) Primary ____ (K-3) Intermediate ____ (4-6) Junior High ____ (7-8) High School ____ (9-12)

Subject Areas (list): ______________________________________________________________________

Extra-curricular interests (coaching, activities, etc.):
_______________________________________________________________________________________

Mark each selection below with an "E" for experience and/or a "P" for preference:

Self-contained classroom ____    Bi-lingual ____    Departmentalized ____    Inner-city ____

Other _________________________________________________________________________________

Geographic limitations inside Santa Clara County:
_______________________________________________________________________________________

Annual salary in most recent position:  __________________________

Current salary desired:    __________________________

Date available for employment:   __________________________
Please answer the following questions. Explain any "yes" answers to questions 3, 4, 5, & 6 on an attached sheet.

1. Do you possess a valid California teaching credential?  
   Date of expiration ______________

2. Do you possess a teaching credential from any other state?  
   State _______  Date of expiration ______________

3. Have you ever had a teaching credential denied, suspended, or revoked?  

4. Have you ever failed or refused to fulfill an employment contract with any school?  

5. Have you ever for any reason been suspended, dismissed, or asked to resign a teaching position?  

*6. Have you ever been convicted of a crime? (Exclude convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged or legally eradicated; and misdemeanor convictions for which probation was completed and the case was dismissed)  

If yes, briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case.

_______________________________________________________________________________________

_______________________________________________________________________________________

7. After employment, can you submit verification of your legal right to work in the United States?  

8. Have you been examined and found to be free of communicable tuberculosis: a) within the past sixty days if this is your initial employment by a school; or b) within the past four years if you have been previously employed in a school in California during that period?  

* The Diocese of San Jose will not deny employment to any applicant solely because the person has been convicted of a crime. The Diocese of San Jose, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.
DIOCESAN STATEMENT OF NON-DISCRIMINATION

Employment in the Diocese of San Jose will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, creed, sex, marital status, age, handicap, or national origin, except where creed, sex, or ordination is a bona fide occupational qualification.

CERTIFICATION

I hereby certify that the information presented in this application form and on the attached documentation is true and complete. I understand that any misrepresentations or omissions shall be sufficient cause for disqualification or, if hired, dismissal. My permission is given for contact to be made with references and employers listed on the attached sheets.

I understand that the employment at Diocese of San Jose is expressly “at will” in that I am free to resign and the Diocese is likewise free to terminate my employment at any time, with or without cause, for any reason deemed sufficient by either the Diocese or me, as the case may be. No one other than the Bishop or Moderator of the Curia, by written agreement, has any authority to enter into any agreement for employment for a specified time, or to enter into any agreement contrary to the foregoing. I understand that if I am hired, I will be required to sign an at-will agreement as a condition of employment.

I understand and acknowledge the following:
I authorize investigation of all statements contained in this application and any supporting documents. I authorize The Diocese of San Jose to secure information about my experience from former employers, educational institutions, government agencies, or any reference I have provided, and for those parties to provide information concerning my experience, and I hereby release all parties from any liability arising from such investigation. I specifically authorize investigation into my DMV record, criminal record, and consumer credit history.

SIGNATURE _______________________________ DATE _________________

Please attach the following:
1. A professional resume or list including:
   a. undergraduate and post-graduate work, dates, and degrees.
   b. a chronological list of teaching experience, including dates of employment, school location, grades and/or subjects, and status (part-time, full-time, substitute, student teaching, etc.)
   c. other non-teaching experience, including dates, employers, location, position, etc. Please include military service.
2. Copies of all transcripts for undergraduate and post-graduate work.
3. Copies of all degrees and credentials.
4. Verification of previous teaching experience.
5. Three letters of recommendation or your college placement file if the recommendations contained in it are less than two years old.
6. The names, address, and telephone numbers of three professional references, preferably supervisors. (These may be the names and addresses of some of the individuals writing the letters of recommendation for #5 above.)
7. A brief answer (one or two paragraphs is sufficient) to the following questions:
   a. What purpose(s) do you feel Catholic schools fulfill?
   b. What contribution do you feel you can make personally to a school's goals?

Should you be selected for and then choose to accept a position as a teacher in the Diocese of San José, you will need to supply as a condition of employment:

1. A current TB test
2. Employment Eligibility Verification (I-9 form) for the Immigration and Naturalization Service.
3. Fingerprint clearance if you do not possess a California Teaching Credential.
4. W-4 Form
5. An employee history form
6. Benefit forms if applicable

Forward application and documentation to:

   Diocese of San Jose
   Personnel Department
   900 Lafayette Street
   Suite 305
   Santa Clara, CA  95050-4966

Should you have any questions, you may contact the Personnel Office at (408) 983-0149. Our fax number is (408) 983-0203.

revised: 3/29/99
web version 12/99