

**CATHOLIC DIOCESE OF
SPOKANE
APPLICATION
FOR
TEACHER & SUBSTITUTE TEACHER
FOR
CERTIFIED POSITIONS**



**CATHOLIC SCHOOLS ~ OFFICE OF EDUCATION
1023 W. Riverside, #303, Spokane, WA 99210-1453
P.O. Box 1453, Spokane, WA 99210-1453
(509) 358-7330 / (800) 831-1768 / FAX (509) 358-7302**

Visit Our Website for Job Openings:
www.dioceseofspokane.org/education/employment

Send Applications to: jmartin@dioceseofspokane.org

In order for your application to be considered complete; the following items must be included with your completed application.

- ◆ All information must be completed in order for you application to be considered complete. *Note: Transcripts will not be accepted in lieu of the Personnel Worksheet being completed*
- ◆ Copy of your current Washington Teaching/Administrative Certificate (out-of state certificates will be accepted if noted your Washington Certificate is in progress)
- ◆ Transcripts (copies will be accepted unless you are offered a contract)
- ◆ Verification of prior contracted teaching experience (required before a contract will be issued)
- ◆ Disclosure Statement
- ◆ Washington State Patrol Background Check (*return to Diocesan School Office **do not** mail to Washington State Patrol*)
- ◆ College Placement File or letters of reference

Application: _____

Date Available: _____

PLEASE READ FIRST

Thank you for your interest in employment with the Catholic Diocese of Spokane. The application you submit will be reviewed; and if based upon the information you have supplied, you are eligible for a personal interview, you will be contacted by phone. If, however, we are unable to consider your application; you will receive no further notice. Applications are valid for 2 years. If you have not received a response during this time period, you are welcome to re-apply. Due to the large volume of employment inquiries received, we regret that we are unable to provide a more personal response to your application.

PLEASE FOLLOW THESE INSTRUCTIONS TO COMPLETE THIS APPLICATION

1. Please complete the application in ink using neat, legible handwriting.
2. The application must be complete with dates of employment, colleges/universities you attended, current mailing address, telephone number(s), social security number, etc.
3. Your application must be completed providing all information on all forms in order to be considered for employment and/or placement of the monthly substitute list.
4. Your signature must appear on the back of this application, on the Washington State Patrol Form, and the Disclosure Statement for the application to be considered complete.

Full Name: _____ Social Security #: _____ - _____ - _____
 Last First Middle

Address: _____

 City State Zip Code Phone: _____

E-Mail Address: _____

Place of Birth: _____ US Citizen? YES NO

Religious Preference: _____ Parish Affiliation: _____

Type of Position Desired: _____

Are you interested in positions in the school located in: *(please circle all that apply)*

Colton/Uniontown Clarkston Pasco Spokane Walla Walla

PREPARATION

Date (month and year) that you received your High School Diploma: ____/____/____

High School: _____

City/State: _____

Date (month and year) that you received your Bachelor's Degree: ____/____/____

Major: _____ Minor: _____

College/University: _____

City/State: _____

Date (month and year) that you received your Master's Degree: ____/____/____

Major: _____ Minor: _____

College/University: _____

City/State: _____

Date (month and year) that you received your Doctorate: ____/____/____

Major: _____ Minor: _____

College/University: _____

City/State: _____

CERTIFICATION

List all teaching/administrative certificates that you have ever received and attach a photocopy of each.

State	Type of Certificate	Date Issued	Certificate Number	Expiration

Subjects/Activities you are QUALIFIED to teach: _____

Subjects/Activities you PREFER to teach: _____

ACADEMIC EXPERIENCE

Total years of contracted experience (Grades K-12) after your initial BA/BS Degree: _____

Total year of contracted administrative experience (P-12): _____

Service, past or present, given in local parish, e.g., Religious Education Teacher, Board Member, Eucharistic Minister, etc.:

Other related experience: _____

Statement of Philosophy of Education: _____

Why do you want to teach in a Catholic School? _____

Other Comments: _____

REFERENCES

LIST REFERENCES WHO HAVE FIRST HAND KNOWLEDGE OF YOUR CHARACTER, PERSONALITY, SCHOLARSHIP, TEACHING ABILITY, AND ADMINISTRATIVE ABILITY. PREFER TO HAVE AT LEAST THREE EMPLOYMENT REFERENCES.

1. Reference's Name: _____
Company Name: _____ Title: _____
Work Phone Number: _____ Home Phone Number: _____
Relationship: Former Supervisor Co-Worker Other

2. Reference's Name: _____
Company Name: _____ Title: _____
Work Phone Number: _____ Home Phone Number: _____
Relationship: Former Supervisor Co-Worker Other

3. Reference's Name: _____
Company Name: _____ Title: _____
Work Phone Number: _____ Home Phone Number: _____
Relationship: Former Supervisor Co-Worker Other

4. Reference's Name: _____
Company Name: _____ Title: _____
Work Phone Number: _____ Home Phone Number: _____
Relationship: Former Supervisor Co-Worker Other

5. Reference's Name: _____
Company Name: _____ Title: _____
Work Phone Number: _____ Home Phone Number: _____
Relationship: Former Supervisor Co-Worker Other

CONVICTION RECORD

Have you ever been convicted of a violation of any local, state or federal law, other than minor traffic violations? (This includes a plea bargain or no contest.)

NO

YES

If YES, list all convictions below, from the oldest to the most recent.

Date of Conviction (Month And Year)	Mark Appropriate Box		Offense (Do Not Use Abbreviations)
	Misdemeanor	Felony	

As an applicant for employment with the Catholic Diocese of Spokane I understand the following:

- This application will remain on active file (if completed properly) for 2 years. If I am hired within this period, this will be transferred to my individual personnel file.
- **Any misrepresentation or falsification of information or significant omissions will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.**
- **My employment is contingent upon the results of a criminal history investigation. The results of such an investigation may be grounds for disqualifying me or terminating my employment.**
- If my application for employment is accepted, the effective date of my employment shall be the time I actually begin work. If I am employed, I agree to comply with and be bound by the rule of conduct of the Catholic Diocese of Spokane.
- **My employment is not guaranteed for any term, and my employment may be terminated by the Diocese of Spokane or myself at any time and for no reason. No representative of the Diocese is authorized to make any oral assurance or promise of continued employment. Teacher and Principal contracts are based on year to year only.**
- All information (including information on any accompanying resume, transcripts, etc. is subject to verification.
- **I authorize and consent to my current and prior employers, educational institutions, and person or organization named in the application (or accompanying resume) to release any information to The Catholic Diocese of Spokane that may be required to make an employment decision. Further, I hereby release from liability and hold harmless all persons and corporations supplying this information to the Catholic Diocese of Spokane and/or it's agents.**
- **A photocopy of this authorization is as effective as the original.**

Signed: _____

Date: _____

Office Use Only

Received by: _____ Date: _____ Updated: _____

Substitute Information Form

If you wish to have your name included on the Substitute List please complete this form and return it to the **Office of Education:**

**Diocesan School Office
PO Box 1453
Spokane, WA 99210-1453**

- I wish to have my name included on the Spokane Catholic Diocesan School Substitute List.
- I'm interested in a position if it becomes available in a Spokane Catholic School.
- Do not include my name on the Substitute List.

Please check school preferences:

Check Box	Schools area Spokane		Check Box	Schools Out-Side of Spokane
<input type="checkbox"/>	All Saints Catholic School		<input type="checkbox"/>	Assumption Catholic School (Walla Walla, WA)
<input type="checkbox"/>	Assumption Catholic School-Spokane		<input type="checkbox"/>	DeSales Catholic School (Walla Walla, WA)
<input type="checkbox"/>	Cataldo Catholic School		<input type="checkbox"/>	Guardian Angel/St. Boniface Catholic School (Colton, WA)
<input type="checkbox"/>	St. Aloysius Catholic School		<input type="checkbox"/>	Holy Family Catholic School (Clarkston, WA)
<input type="checkbox"/>	St. Charles Catholic School			
<input type="checkbox"/>	St. John Vianney Catholic School			
<input type="checkbox"/>	St. Mary's Catholic School			
<input type="checkbox"/>	St. Patrick Catholic School-Spokane			
<input type="checkbox"/>	St. Thomas More Catholic School			
<input type="checkbox"/>	Trinity Catholic School		<input type="checkbox"/>	All Catholic Schools

Please print:

Please list specific teaching preference, i.e., location, grade(s), school etc.: _____

Please list your areas of endorsements: _____

Name: _____ Phone Number: _____

Address: _____ Cell Phone: _____

E-Mail Address: _____

**For current listing of available jobs, please visit our website at
www.dioceseofspokane.org (select Education/Employment)**