

DIOCESE OF ALLENTOWN
OFFICE OF EDUCATION
1425 Mountain Drive North, Bethlehem PA 18015

TEACHER APPLICATION

GENERAL INFORMATION:

NAME _____ PPID _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE (HOME) _____ PHONE (CELL) _____

EMAIL _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? [] YES [] NO

PARISH/CHURCH AFFILIATION _____

Pastor/Minister _____ Phone _____

POSITION SOUGHT (if known) _____

HOW WERE YOU REFERRED TO US? _____

EDUCATIONAL BACKGROUND (Indicate dates of attendance)

_____ Elementary School Location _____

_____ High School Location _____

_____ College Major/Minor _____

_____ College Major/Minor _____

_____ College Major/Minor _____

_____ Graduate School Course of Study _____ Credits Earned _____

List degrees received, when awarded, and major field of study:

Certification: _____ PA _____ OTHER STATE: _____ *Expiration date:* _____

_____ PA Instructional I Subject/Area _____ Year _____

_____ PA Instructional II Subject/Area _____ Year _____

PPID _____ Other Certifications/Credentials/Endorsements _____

Student Teaching Experience:

School _____ Grade/Subject _____ Dates _____

School _____ Grade/Subject _____ Dates _____

Professional References: **Print names of employers in consecutive order with present or last employer listed first.**

1. Name of Employer	Job Title & Duties	
_____	_____	
Street Address	City, State, Zip	
_____	_____	
Date of Employment (give month and year)	Supervisor	Telephone
From _____ To _____	_____	_____
Reason for leaving:	_____	
_____	_____	

2. Name of Employer	Job Title & Duties	
_____	_____	
Street Address	City, State, Zip	
_____	_____	
Date of Employment (give month and year)	Supervisor	Telephone
From _____ To _____	_____	_____
Reason for leaving	_____	
_____	_____	

3. Name of Employer	Job Title & Duties	
_____	_____	
Street Address	City, State, Zip	
_____	_____	
Date of Employment (give month and year)	Supervisor	Telephone
From _____ To _____	_____	_____
Reason for leaving:	_____	
_____	_____	

Total number of years teaching as a **full-time** certified (K-12) teacher _____

Grade and/or subject(s) you prefer to teach _____

Grade and/or subject(s) you will teach _____

Work experience other than teaching:

Please describe your experience level with instructional technology:

[] inexperienced [] beginner [] experienced

I hereby affirm that the information provided on this application (and accompanying résumé, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

This application is not a contract and cannot create a contract.

DATE _____ SIGNED _____

The completed application will be kept on file by the Diocesan Office of Education for a period of one (1) year from the date received IF all the credentials listed below accompany the application. An application will be destroyed after a stated period of time.

The following credentials, along with this completed application, must be received by the Personnel Director of the Diocesan Office of Education ***before the interview at the Office of Education:***

- ___ Official transcripts of all college credits. (An official transcript is one that has been received directly from the college/university. It must bear the college/university seal, date, and an appropriate registrar's signature. Computer-generated transcripts must be printed on security paper.)
- ___ A copy of your Professional Teaching Certificate.
- ___ Letter of recommendation from the pastor of the parish to which you belong attesting to your participation in that faith community.
- ___ Three (3) SIGNED Professional Letters of Recommendation from previous employers/supervisors no more than two years old.
- ___ PA Criminal Record Check (form SP4-164, no more than one year old).
- ___ Pennsylvania Child Abuse Clearance (no more than one year old).
- ___ Federal Criminal History Record (Proof of Fingerprint Submission with Applicant I.D. #, no more than one year old).
- ___ Letter(s) from the school(s) verifying prior full time teaching experience are needed to receive credit for previous experience (full years) teaching.

****Please read before submitting application:***

- Initial application packet should be sent directly to the school that posted an opening.
- Please keep a copy of this application for your records. It is the applicant's responsibility to provide the school with **ALL** requested materials.
- Please mail all required documents to Director of Personnel at the address on the front of the application before the interview at the Diocese of Allentown, Office of Education.

Applicant is to complete the following:

Describe your personal philosophy of education:

Why do you want to teach in a Catholic School?

How do you practice your religion?

Signature of Interviewer

To be signed at time of interview.

Date of Interview

Rev. 5/17