



**DIOCESE OF VICTORIA**  
**OFFICE OF CATHOLIC SCHOOLS**  
1505 E. MESQUITE LANE ~ VICTORIA, TX 77901

**E M P L O Y M E N T   A P P L I C A T I O N**

*PLEASE READ BEFORE COMPLETING THIS APPLICATION The School / Parish / Diocese does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, sex, national origin, marital status, disability, age, or veteran status. By law, church organizations are exempt from the provisions prohibiting consideration of an individual's religious preferences in hiring or termination decisions. Additionally, in accordance with Canon Law, an individual's gender may be a determining factor for employment in the role of clergy or other pastoral positions. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required of the position for which you are applying.*

*PLEASE PRINT OR TYPE (USE BLACK OR BLUE INK)*

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ SS # \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position(s) applying for:  Principal  Asst. Principal  Teacher  Other \_\_\_\_\_ (please specify)  
 Elementary  Secondary

If the position you are seeking requires membership in a Catholic parish or faith community (as indicated in the minimum requirements for the position), please identify your parish/community. \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of employment eligibility will be required upon employment.)  Yes  No

Have you ever been arrested or charged with a crime?  Yes  No  
If yes, please identify when, where, and the reason for the arrest/charge? \_\_\_\_\_

Have you ever been convicted of a felony or a crime of moral turpitude?  Yes  No  
If yes, please explain: *(Please note that an affirmative response to the above question will not necessarily bar you from employment.)* \_\_\_\_\_

**NOTE:** Applicants will be subject to a background check for criminal record and must be approved by the Diocese of Victoria before being employed in a Catholic school.

Are you at least 18 years old?  Yes  No ~ How did you hear of this opening? \_\_\_\_\_

**EDUCATIONAL HISTORY**

	Name and Address of School	Major(s)/Minor(s)	Year of Graduation	Diploma/Degree
High School				
College				
College				

**LIST ALL VALID TEACHING CERTIFICATES**

State	Type & Number	Areas of Certification	Expiration Date

**OTHER TRAINING/EDUCATION/SKILLS**


**PREVIOUS EXPERIENCE/EMPLOYMENT HISTORY**

Please list name, address, and phone number of previous employment, military, or volunteer experience, with the most recent experience first. *(Attach additional sheets, if needed.)*

Name of Organization _____	From _____	To _____
Address _____		
Phone Number _____	Principal/Supervisor _____	
Job Title _____	Reason for Leaving _____	
Duties and responsibilities of position _____		
Name known by (if different than present name) _____		

Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Principal/Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Duties and responsibilities of position \_\_\_\_\_  
 \_\_\_\_\_  
 Name known by (if different than present name) \_\_\_\_\_

Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Principal/Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Duties and responsibilities of position \_\_\_\_\_  
 \_\_\_\_\_  
 Name known by (if different than present name) \_\_\_\_\_

The employers listed above will be contacted unless you indicate otherwise, on the lines provided below:

Name of employer(s) \_\_\_\_\_

Reason: \_\_\_\_\_

**REFERENCES**

Give names, addresses, and telephone numbers of *three* professional references and *one* character reference (preferably your pastor) who are not related to you:

Name	Street Address	City/State/Zip	Phone
Character Reference:			

**RESIDENTIAL HISTORY**

Have you lived in your current residence for 5 or more years?  Yes  No If no, please complete the following:

Dates (mm/yyyy)	Street Address	City/State/Zip	Country
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			

