

Please indicate any of the below listed extra-curricular activities which are part of your present/past assignment(s).

Sports Drama Music Yearbook/Newspaper Other _____

Enter below any CCD or other formally organized out-of-school religious education programs, for either children or adults, in which you assist. _____

Parish/School Name: _____ Grade Level: _____ Hrs/Wk: _____ # of students _____

EDUCATIONAL BACKGROUND

Please list your educational background beginning with the most recent and continuing back to high school.

Name of School	City/State	Hrs. Earned	Degree Earned	G.P.A.

College Major (24 or more semester hours): _____

College Minor (15 or more semester hours): _____

Total Number of Semester Hours you have earned in Elementary/Secondary Education: _____

Graduate Degree Field: _____

Student Teaching:	School Name	City/State	Grade Level	Date
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Courses taken in Religious education in the last 5 years: (List: type, duration, location & credit earned.)

Do you hold a Catechetical Certificate? YES NO If yes, what (Arch) Diocese? _____

Certificates (teaching and/or other):

State Agency	Type	Certificate #	Date Issued	Date Expires

Please check if you have experience in any of the following:

- VISTA
- Peace Corps
- Teacher Corps
- Teaching Migrants
- Community Schools (Military)
- Special Education
- Military Administration
- Other Administration
- Community Youth Program or Summer Camp
- Alliance for Catholic Education

Please check below the county/counties in which you prefer to work:

_____ Cameron _____ Hidalgo _____ Starr

REFERENCES

Please list the name, title, address, and phone number for those individuals who will be supplying a reference for you, beginning with the most recent employer.

Name	Title	Address/City/ Zip Code	Phone Number

PERTINENT INFORMATION

Have you been convicted, pled guilty, pled nolo contendere, or received deferred adjudication for a felony or misdemeanor?

___ YES ___ NO

If yes, explain in concise detail on a separate sheet of paper the dates and nature of the offense(s), the name(s) and location(s) of the court(s), and the disposition of the case(s).

***** NOTE: A conviction may not disqualify you, but a false statement will. *****

VERIFICATION

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided below.

I hereby certify that the answers to all of the foregoing questions are true, complete and accurate. I clearly understand that false statements on this application shall be considered sufficient cause for refusal of employment or if employed, cause to dismissal. I also understand that, if employed, I will be on probation for a specified length of time and that my continued employment will be contingent upon meeting acceptable job performance standards and abiding by the policies and regulations set forth in the handbooks and manuals of the school and the Catholic Schools Office.

In connection with my application for employment with the Catholic Diocese of Brownsville (the "Diocese"), I understand that inquiries will be made concerning my employment background and qualifications, character, education and other related matters, such as criminal and driving records. Accordingly, I hereby authorize my former employers, schools, criminal justice and other agencies, or persons named as references to release to the Diocese any and all information relating to my employment or educational record. This may include, but is not limited to, academic achievement, work habits, job performance, attendance and or abilities, disciplinary actions, arrests and conviction records.

I hereby release any individual, agency, or company; including records custodians, from any and all liability for damage of whatever nature which may at any time result from compliance with this authorization. I agree that the Diocese shall not be held liable if the job offer is subsequently withdrawn.

I authorize the references listed to give you any and all information concerning my previous employment and any information they may have, personal or otherwise, and release all such parties from any liability for any damage that may result from furnishing the same to you.

I acknowledge that this application becomes the property of the Catholic Schools Office of the Diocese of Brownsville, and that the Diocese reserves the right to accept or reject it.

Signature of Applicant: _____ Date: _____

Please Return Completed Application to:

Telephone Reference Check

Candidate: _____
 Reference: _____
 Address: _____
 Phone Number: _____
 Position: _____

Hello, my name is _____, administrator of _____ school. The reason I am calling is that _____ has applied for a position and has listed your name as a reference. Do you have a few minutes to talk with me regarding this person's qualifications, character, and abilities?

1. What is your relationship to the candidate and the length of that relationship?

2. How was his/her dependability and attendance?

3. Do you know the reason this candidate wished to leave? (if previously employed)

4. What are the candidate's strengths/weaknesses?

5. Please rate the candidate on a scale of 1-5 in these areas: (Excellent =1, Poor=5)

	Rating	Comments
Knowledge of subject matter		
Classroom Management		
Teamwork, cooperation with colleagues		
Fulfillment of responsibilities		
Rapport with students, staff and parents		
Responsiveness to suggestions or criticism		
Enthusiasm and energy for work		
Ability to meet individual student differences		
OVERALL RATING		

6. Where does this person rank in relation to other employees who have worked for you?

Upper 50%

Lower 50%

Median 50 %

Upper 10 %

7. What do you feel is the growth potential for this candidate? _____

8. Given the opportunity, would you reemploy this person without hesitation? _____ Is there any reason this person should not be considered for this position? _____

9. IF REFERENCE IS AN EMPLOYER- please send a verification of employment on school letterhead (including dates of employment, full or part time status and years of service)

10. May we call you for more details? _____ Person Making the call _____ Date _____

