

**DIOCESE OF STEUBENVILLE
OFFICE OF CHRISTIAN FORMATION AND SCHOOLS
TEACHER EMPLOYMENT CHECKLIST**

To the Principal: This form is to be used for documenting the hiring of a Teacher by any of our Diocesan Schools. Provide the information requested or check where indicated and return the original to the Office of Christian Formation and Schools with the necessary material. This checklist will become a part of the employee's Personnel File.

Name: _____ S.S. #: _____

School: _____ Location: _____

Academic Year: _____

APPLICATION FORM (REV 7/2003) (SEND ORIGINAL TO OFFICE OF CHRISTIAN FORMATION & SCHOOLS)

NOTE: Application Form must be filled out legibly and completely. The applicant must also read and sign the Applicant's Certification on the back of the application form (Decree on Child Protection, Policy, B.1). THREE References are required and each must be contacted by the Principal. (Decree on Child Protection, Policy B.2)

I have read and signed the Applicant's Certification required by the Decree on Child Protection

_____ Applicant's Signature and Date

I have spoken to each of the references and examined and verified the applicant's employment history.

_____ Principal's Signature and Date

COPY OF CERTIFICATE/LICENSE (Check where appropriate)

- Certificate/License issued by ODE—attach to application form
- Out of State Applicant—will apply for Certificate/License directly to ODE
- Recent Graduate—application for Certificate/License being processed by college/university (provide the Diocesan Office of Christian Formation and Schools with a copy of a statement from the college/university verifying that an application for Certification/Licensure has been submitted)
- Applicant applying for Non-Tax Certificate (application form must be processed through the Diocesan Office of Christian Formation and Schools which will provide the necessary ODE form)

EMPLOYMENT CONTRACT PREPARED FOR DIRECTOR OF CHRISTIAN FORMATION AND SCHOOLS SIGNATURE IF APPLICANT IS CERTIFIED OR LICENSED BY THE ODE AND A COPY IS ATTACHED TO THE APPLICATION FORM

CRIMINAL RECORDS CHECK: (Note: All individuals applying for employment as a Teacher or as a School Administrator with the Diocesan Schools are required to have documentation of a Criminal Records Check (Decree on Child Protection, Policy B.2). THE OFFICE OF CHRISTIAN FORMATION AND SCHOOLS WILL PROCESS ALL FORMS FOR ALL CRIMINAL RECORDS CHECKS FOR TEACHERS AND SCHOOL ADMINISTRATORS ONLY)

- BCI (check if needed)
- FBI (Needed if not living in Ohio the last 5 years) (check if needed)

RESPONSIBLE USE OF TECHNOLOGY: (Note: All individuals applying for employment as a Teacher or as a School Administrator with the Diocesan Schools are required to read and sign the Acceptable Use and Internet Safety Policy. A copy of this policy is to be attached to the application form.)

UPON RECEIPT OF THIS CHECKLIST, THE OFFICE OF CHRISTIAN FORMATION AND SCHOOLS WILL PROVIDE THE APPLICANT WITH THE NECESSARY CRIMINAL RECORDS CHECK INSTRUCTIONS. THE OFFICE OF CHRISTIAN FORMATION AND SCHOOLS WILL ALSO PROVIDE THE VICAR GENERAL AND THE DIOCESAN ATTORNEY WITH A LISTING OF THE NAMES OF INDIVIDUALS (TEACHERS OR SCHOOL ADMINISTRATORS) FOR WHOM A CRIMINAL RECORDS CHECK IS REQUIRED WHEN REQUESTED. **NOTE: APPLICANTS WITH ODE CERTIFICATION/LICENSURE ISSUED AFTER MARCH 5, 2003 MAY SUBMIT A COPY OF THEIR CRIMINAL RECORDS CHECK INFORMATION IF THEY HAVE ONE. IF THEY DO NOT HAVE A COPY, THEY MUST REPEAT THE CRIMINAL RECORDS CHECK PROCEDURE.**

The Office of Christian Formation and Schools will provide the applicant with an Individual Professional Development Plan Form after the required documentation (Teacher Employment Checklist, Application Form, Applicant's Certification, Verification of Criminal Records Check, Copy of Certificate/License, Employment Contract, Acceptable Use and Internet Safety Policy) are received.