



**Diocese of Oakland**  
**Department of Human Resources**

2121 Harrison Street Suite 100 • Oakland, Ca 94612  
(510) 893-4711 • Fax: (510) 763-8055

# Education Staff Application

## ► PERSONAL INFORMATION

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

Birth Name \_\_\_\_\_

Street Address (Do not use PO Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_ Social Security # \_\_\_\_\_

Religion \_\_\_\_\_ Parish \_\_\_\_\_ Pastor \_\_\_\_\_

Do you have knowledge of Catholic doctrine?  Yes  No

Are you willing to work in accordance with Catholic doctrine?  Yes  No

## ► POSITION APPLYING FOR:

**Preference:**

Principal  Full-time teacher  Part-time teacher  Teacher Assistant  Secretary/Office Staff

**Grade Level Preference: (For teachers and assistants)**

Elementary  K-3  4-6  7-8  Secondary  Subjects

**Geographic Preference: (Check one or more)**

So. Alameda Co.  Central Alameda Co.  Central Contra Costa Co.  W. Contra Costa Co.  E. Contra Costa Co.

## EDUCATION

**College or University Education:**

Institution \_\_\_\_\_ Location \_\_\_\_\_ Graduation Date-Degree \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Graduate Work:**

Institution \_\_\_\_\_ Location \_\_\_\_\_ Graduation Date-Degree \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Graduate units beyond BA or BS degree \_\_\_\_\_

**Credential:**

Type	Issuing State	File #	Date Issued	Expiration
Has CBEST been taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Were test requirements met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has RICA been taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Were test requirements met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has Praxis II been taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Were test requirements met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you speak, read and/or write a language other than English?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Language _____	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Fluent			
Are you in possession of a California Catechist Certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Date Issued		Expiration		

**EMPLOYMENT HISTORY**

**Student Teaching Positions:**

*List last dates first if applicable*

School	City/State/Phone #	Grades	School Administrator	Dates of Services

**Educational Positions:  
(Administrative and/or Teaching)**

*List last employment first if applicable*

School	City/State/Phone #	Position Grade(s)	School/District Administrator	Dates of Services

**Additional Employment:**

*Other than administration or teaching*

Employer (Name, Address, Phone #)	Position	Dates of Services

## REFERENCES

### Professional References: (at least 2)

*Educators Only - at least one by an Administrator*

Name	Professional Status	Address (City/State/Zip/Phone #)
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Character References: (at least 2)

*Non Relatives - at least one Religious or Clergy person*

Name	Professional Status	Address (City/State/Zip/Phone #)
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Do you possess a valid California teaching credential? Type? \_\_\_\_\_ Date of exp.: \_\_\_\_\_
2. Do you possess a valid teaching credential from any other state? Type? \_\_\_\_\_ Date of exp.: \_\_\_\_\_
3. Have you ever had a teaching credential denied, suspended or revoked? .....  Yes ....  No
4. Have you ever failed or refused to fulfill an employment contract with a school? .....  Yes .....  No
5. Have you ever, for any reason, been suspended, dismissed or asked to resign from a teaching/administration position? .....  Yes .....  No
6. Have you ever been convicted of any crime? .....  Yes .....  No  
*(Exclude convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was completed and the case was dismissed)*  
If yes, briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case: \_\_\_\_\_

7. Have you ever been employed within the Diocese of Oakland before? .....  Yes .....  No  
If yes, where? ..... When?

8. After you are hired, can you submit verification of your legal right to work in the United States?.....  Yes .....  No

*\*The Diocese of Oakland will not deny employment to any applicant solely because the person has been convicted of a crime. The Diocese of Oakland, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the position applied for.*

Date available for employment \_\_\_\_\_

How did you hear about the position? \_\_\_\_\_

**Please type or word process answers to the following questions on an additional sheet of paper.**

1. Why do you wish to teach/work in a Catholic School?
2. What purposes do you feel Catholic Schools fulfill?
3. Describe at least one strength and one weakness you have in relation to the position you seek.
4. What contribution can you personally make as an employee in a school for the Diocese of Oakland?

## DIOCESAN STATEMENT OF NON-DISCRIMINATION

The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination of religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.

## CREDENTIAL REQUIREMENT

I understand that if I am applying for a teaching position and am not in possession of a current California elementary or secondary teaching credential I will enroll in a program to obtain such a credential in the State of California within the 1st year of date of hire.

**OR**

If I am presently in possession of a valid teaching credential from a state having reciprocity with California, I will, within three (3) months of hire, apply for such reciprocity.

I understand that meeting the above requirement is a condition of contract renewal.

## CERTIFICATION

I hereby certify that the information presented in this application form is true and complete. I understand that any false statements shall be sufficient cause for disqualification, or if hired, dismissal. I give my permission to contact references and employers listed herein.

It is my responsibility to request that the following documents be sent directly to the Diocese of Oakland, Department of Human Resources:

- Official Transcript/Credential(s)
- References and/or Placement Files

I understand and acknowledge the following:

I authorize investigation of all statements contained in this in this application and any supporting documents. I authorize the Diocese of Oakland to secure information about my experience from former employers, educational institutions, government agencies, or any references I have provided, and for those parties or entities to provide information concerning my experience, and I hereby release all parties from any liability arising from such investigation.

This application and all subsequent documentation will be valid for a period of two (2) year after being received by the Department of Human Resources.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### OFFICE USE ONLY

Date  
Received: \_\_\_\_\_  
Salary  
Placement: \_\_\_\_\_