



# Roman Catholic Diocese of Tucson

## APPLICATION FOR CATHOLIC SCHOOL EMPLOYMENT

NAME OF SCHOOL \_\_\_\_\_

|   |  |                         |        |     |               |
|---|--|-------------------------|--------|-----|---------------|
| Today's Date:   |  | Social Security Number: |        |     |               |
| Last Name   |  | First                   | Middle |     | Daytime Phone |
| Present Street Address  |  | City                    | State  | Zip | Evening Phone |
| Permanent Address (If different from present address.)  |  | Cell Phone              |        |     |               |
|   |  | E-Mail Address          |        |     |               |
| I am a U.S. citizen or legally authorized to work in the U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>              |  |                         |        |     |               |
| I am interested in <input type="checkbox"/> full-time <input type="checkbox"/> part-time employment. Date available to start: _____ |  |                         |        |     |               |
| Position(s) of interest: _____  |  |                         |        |     |               |
| I am prepared to teach these subjects: _____  |  |                         |        |     |               |
| Geographic area(s) of preference: _____   |  |                         |        |     |               |
| Have you ever been employed by a Catholic School in the Diocese of Tucson? Yes <input type="checkbox"/> No <input type="checkbox"/> |  |                         |        |     |               |
| If Yes: Name you worked under if different than above: _____  |  |                         |        |     |               |
| Name of School: _____ Employed from _____ to _____  |  |                         |        |     |               |
| Position(s) held: _____   |  |                         |        |     |               |
| I hold a valid teaching certificate or professional license. Yes <input type="checkbox"/> No <input type="checkbox"/>               |  |                         |        |     |               |
| Area(s) of certification: _____   |  |                         |        |     |               |
| Certifying agency/institution: _____ State: _____ Expires: _____  |  |                         |        |     |               |

The Diocese of Tucson and associated entities comply with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, color, sex, national origin, age, unfavorable discharge from military service, arrest record of mental or physical disability unrelated to ability to perform the duties of a position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified individuals. Acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

| EDUCATION:                       | Name and Location of School | # of years/credit hrs.   | Degree Received |
|----------------------------------|-----------------------------|--|-----------------|
| High School                      |                             | Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No |                 |
| College                          |                             |  |                 |
| Postgraduate                     |                             |  |                 |
| Teacher Prep<br>Student Teaching |                             | Grade Level/Subject(s)   |                 |

If applying for teaching or principal positions, please have your official transcripts showing degree(s) received sent to the Diocese of Tucson Department of Catholic School, P.O. Box 31, Tucson, AZ, 85701, by the college or university granting the degree(s).

**EMPLOYMENT HISTORY – Please do not write “see resume” or see “curriculum vitae.”**

List all present and former employment and positions beginning with present or most recent position first. Attach additional pages if needed. Include all other names you have worked under if different than the name you are using on this application form. If reason for leaving was involuntary or failure or refusal to fulfill a teaching contract entered into with any school, provide specifics. You may attach a separate explanation if necessary.

Employer Name & Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
City
State
Zip

Grades & subjects taught: \_\_\_\_\_

Annual Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer Name & Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
City
State
Zip

Grades & subjects taught: \_\_\_\_\_

Annual Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer Name & Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
City
State
Zip

Grades & subjects taught: \_\_\_\_\_

Annual Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PROFESSIONAL ACTIVITIES, HONORS & AWARDS, INTERESTS & ACHIEVEMENTS**  
(TO BE COMPLETED BY APPLICANTS FOR TEACHING POSITIONS)

List memberships in professional associations:

List academic honors and awards received within last five years:

List interests, achievements and significant life experiences outside education:

**PROFESSIONAL REFERENCES (TO BE COMPLETED BY APPLICANTS FOR TEACHING POSITIONS)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PERSONAL REFERENCES (TO BE COMPLETED BY ALL APPLICANTS)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**LANGUAGES OTHER THAN ENGLISH IN WHICH YOU ARE FLUENT**

Language \_\_\_\_\_  Spoken  Written    Language \_\_\_\_\_  Spoken  Written

# IMPORTANT – THIS SECTION MUST BE COMPLETED

1. Has a civil or a criminal complaint ever been filed against you that alleged sexual misconduct or child abuse by you or your participation in or facilitation of such activities (including internal complaints or allegations reported to management or supervisors at places of employment)?

Yes  No

If yes, explain. Provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify, by name and title, the person(s) who investigated the complaint.

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2. Do you presently serve, or have served, as a volunteer for any organization, entity or group in which you had substantial contact with children or vulnerable populations (such as elderly, mentally or emotionally disabled, etc.)

Yes  No

If yes, provide the name and phone number of the organization, period of volunteer service, supervisor's name and briefly describe your activities and/or duties.

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3. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action for reasons relating to allegations of sexual misconduct or child abuse by you.

Yes  No

If yes, explain. Provide date, nature and place of the occurrence(s) or allegation(s) and the disposition of the matters. Provide name, address, phone of employer/supervisor at the time.

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4. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?

Yes  No

If yes, explain. Provide the crime for which you were convicted and the date and place of the conviction.

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# **IMPORTANT**

## **THIS SECTION MUST BE READ AND SIGNED**

*The information I have provided in this application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in the termination of my employment. I grant permission to check on my background and references and I release the Diocese of Tucson and my specific workplace from any and all resultant liability. If employed, I will abide by the Code of Conduct of the Diocese of Tucson and the personnel policies and procedures of the Diocese of Tucson. Upon termination of my employment, I authorize the release of reference information by the Diocese of Tucson.*

*I understand that if employed by a Catholic School in the Diocese of Tucson that my employment will involve significant contact with children while performing my duties and that I am required to be fingerprinted and pass a background check and reference check before working with children.*

*If I am applying for a non-teaching position, I understand that acceptance of an offer of employment does not create a contractual obligation upon the Diocese of Tucson or the Catholic School to continue to employ me in the future and that my employment is subject to "employment at will," which means my employment can be terminated at any time, with or without reason.*

*I will be required to furnish proof of identity and my ability to work legally in the U.S. once a conditional offer of employment has been made.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **THIS SECTION FOR OFFICIAL USE ONLY**

The necessity of fingerprinting and passing a background check as a condition of seeking employment with a Catholic School in the Diocese of Tucson has been explained to this applicant. This School understands that an offer of employment is contingent upon fingerprinting of the applicant, the applicant's passing of the background check and a check of references.

Signature of Pastor or Principal: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_