



# EMPLOYMENT APPLICATION

The Diocese of Tulsa Catholic schools considers applicants for all positions without regard to race, color, sex, national origin, age, marital status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

**PERSONAL DATA:**

If an item does not apply, use NA. For all sections, if added space is needed, please attach additional sheets.

**CHECK TITLE:**    \_\_\_ Miss        \_\_\_ Mrs.        \_\_\_ Ms.        \_\_\_ Mr.  
                          \_\_\_ Sister      \_\_\_ Brother    \_\_\_ Deacon    \_\_\_ Rev. (Diocesan)    \_\_\_ Rev. (Religious)

<i>Last Name</i>		<i>First Name</i>	<i>M.I.</i>	<i>Social Security Number</i>	
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<i>Maiden Name</i>			<i>Religious Name (if different), Religious Community &amp; initials, city &amp; state</i>		
<i>Mailing Address / City / State / Zip</i>				<i>Telephone (include Area Code)</i>	
				• <i>Home</i>	
				.....	
<i>Work Address</i>				• <i>Cell</i>	
				.....	
				• <i>Work</i>	
				.....	
<i>U.S. Citizen:</i>				<i>Email</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No					

**EDUCATIONAL BACKGROUND:**

School	Name of School	City /State	Dates	Degree	Date Granted
High School					
College(s) or University					

**PRACTICE TEACHING:**

School	Mailing Address	Date	Grade(s)	Subject(s)

**CERTIFICATION(S):** List all types of certificates and teaching area(s) in which you are qualified to teach. Be specific. If possible, add copy of your teaching certificate(s) to this application.

State / Agency	Type	Area	Cert. No.	Date Issued	Expiration

**PRESENT EDUCATIONAL ASSIGNMENT AND EXTRA-CURRICULAR INVOLVEMENT:**

<i>School where presently employed (if applicable)</i>	<i>Position(s) Held</i>
<i>School Address</i>	<i>Grade(s) Taught</i>
<i>Subject Taught (if departmentalized)</i>	
<i>If your present teaching situation is unique (e.g., team teaching), please explain:</i>	
<i>Please mark any extra-curricular activities you are engaged in as part of your present assignment or an extension of it:</i>	
<input type="checkbox"/> Sports <input type="checkbox"/> Drama <input type="checkbox"/> Speech <input type="checkbox"/> Music <input type="checkbox"/> School Paper/Yearbook <input type="checkbox"/> Community Programs <input type="checkbox"/> Other ( <i>Specify and give details of your participation</i> ):	

**List major workshops, seminars, internships, grants, summer programs in which you have participated in the last five years and which are not normally part of a degree program. (Do not include conventions, single meetings, etc.):**

Program / Place	Sponsor	Date	Field

**PREVIOUS EDUCATIONAL EXPERIENCE:** List all prior educational employment below, with most recent first.

SCHOOL	CITY / STATE	YOUR TITLE	GRADE OR SUBJECT	FROM MO. / YR.	TO MO. / YR.

**OTHER NON-EDUCATIONAL EXPERIENCE:** Include all full-time non-educational experience during the past five years, whether or not it has pertinence for a position in education. In addition, list other experience which though not academic has been of service in preparing you for a position in education. List most recent first.

EMPLOYER & ADDRESS	NATURE OF EXPERIENCE	FROM MO. / YR.	TO MO. / YR.

**RELIGIOUS INFORMATION:**

<i>Religion Practiced:</i>  <input type="checkbox"/> Catholic <input type="checkbox"/> Other:	<i>Church Attended / City / State</i>  <i>Pastor:</i>
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SACRAMENTS RECEIVED	Parish / Church	YEAR
Baptism		
First Eucharist		
First Penance		
Confirmation		
Matrimony		
Blessed by Church?		
Holy Orders		

**POSITION PREFERENCE:**

FULL-TIME       PART-TIME       SUBSTITUTE

CHOICE	GRADE LEVEL	SUBJECT OR SPECIALITY
1.		
2.		
3.		

<i>I have the following preference as to school or location in which to teach:</i>  _____ _____ _____
<i>How soon will you be available?</i>  _____ _____
<i>Reason for leaving your present (or recent) employment:</i>  _____ _____ _____

**REFERENCE INFORMATION:** The Diocese of Tulsa Catholic Schools requires three work references, one of which must be from a person who has supervised you, including your most recent principal/supervisor. Recent graduates should include supervising teacher and university supervisor or a complete university placement file.

Please indicate whether address/phone information is for person's home or school/business. Home  Business

<i>Name and Title</i>	<i>Home No.</i>	<i>Cell No.</i>	<i>School or Business No.</i>
<i>School or Business</i>	<i>Email Address</i>		
<i>Mailing Address</i>	<i>City/State/Zip</i>		

Please indicate whether address/phone information is for person's home or school/business. Home  Business

<i>Name and Title</i>	<i>Home No.</i>	<i>Cell No.</i>	<i>School or Business No.</i>
<i>School or Business</i>	<i>Email Address</i>		
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<i>Name and Title</i>	<i>Home No.</i>	<i>Cell No.</i>	<i>School or Business No.</i>
<i>School or Business</i>	<i>Email Address</i>		
<i>Mailing Address</i>	<i>City/State/Zip</i>		

**Pastor / Minister / Religious Leader:**

<i>Pastor Name</i>	<i>Telephone No.</i>
<i>Church</i>	<i>Email Address</i>
<i>Mailing Address</i>	<i>City/State/Zip</i>

**CONSENT TO RELEASE INFORMATION:**

In order for the Catholic Schools to obtain the information that it requires to evaluate your application for employment, it is necessary to obtain your written consent to the release of information from your pastor and current and/or former employers and other references. Your signature below constitutes consent to release of such information. A copy of your signed release will be sent to your current and former employers and other references.

*I, the undersigned, hereby authorize any individual, former employer, firm, or corporation identified as a reference or employer to answer all questions that may be asked, either orally or in writing, and provide all information that may be sought in connection with my employment application, or concerning me or my work habits, character or skills. I am aware that the information provided is confidential and will not be made available to me. I will not hold the individual, organization or Catholic Schools liable for information received or provided in good faith. A copy of this authorization shall be valid as the original.*

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

**APPLICANT'S CERTIFICATION:** Please read carefully before signing. If you have questions, please ask the interviewer.

The foregoing is true and complete to the best of my knowledge and may be verified by the Tulsa Diocese Catholic Schools unless otherwise noted. I agree that if, in the judgment of the Tulsa Diocese Catholic Schools, any misrepresentation has been made by me in this application, any offer of employment may be withdrawn or (if hired) I may be subject to disciplinary action including termination of employment at any time.

I UNDERSTAND AND AGREE THAT EMPLOYMENT AT THE TULSA DIOCESE CATHOLIC SCHOOL IS AT-WILL. THIS MEANS THAT IF I AM OFFERED AND ACCEPT EMPLOYMENT WITH THE TULSA DIOCESE CATHOLIC SCHOOL, I OR THE TULSA DIOCESE CATHOLIC SCHOOL MAY TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND THE TULSA DIOCESE CATHOLIC SCHOOL WILL NOT BE LIABLE TO ME FOR ANY CONTINUATION OF SALARY, WAGES OR EMPLOYMENT-RELATED BENEFITS.

I authorize the Tulsa Diocese Catholic Schools to communicate with all my former employees, school officials, and persons named as references. I hereby release these parties from any liability for any damage whatsoever resulting from giving such information. I understand that as the Tulsa Diocese Catholic Schools deems necessary, I may be required to work overtime hours, or hours outside a normally defined work day or work week. Upon employment, I will be required to produce documents showing that I am legally authorized to work in the United States. Receipt of my application by the Tulsa Diocese Catholic Schools does not imply that I have been or will be offered employment.

Any offer of employment that is extended to the applicant as a result of this application for employment is contingent upon a satisfactory report from your references and completion of a background check.

BY MY SIGNATURE BELOW, I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND FULLY UNDERSTAND THE SAME.

<i>Date</i>	<i>Signature</i>
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**Please mail completed application to:**

**Superintendent of Catholic Schools  
Catholic Schools Office  
P.O. Box 690240  
Tulsa, OK 74169-0240**

**Or email to:**

**[catholicschools.office@dioceseoftulsa.org](mailto:catholicschools.office@dioceseoftulsa.org)**