



# Diocese of Providence Catholic School Office

One Cathedral Square  
Providence, Rhode Island 02903  
Tel: (401) 278-4550 • Fax: (401) 278-4596

## Professional Educator Application

Name \_\_\_\_\_  
(First) (Middle Initial) (Last)

Other name under which employment/academic records may be listed \_\_\_\_\_

Address \_\_\_\_\_  
(Number and Street) (City/State) (Zip)

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_ Email \_\_\_\_\_

Eligible to work in the U.S. \_\_\_\_\_

Religion \_\_\_\_\_ Are you practicing: Yes  No

Are you willing to sign the Catholic Witness Statement required of all employees? Yes  No  Download form from CSO website and attach to application.

Position Desired: \_\_\_\_\_ Teacher \_\_\_\_\_ Pre-school Teacher \_\_\_\_\_ LD/Resource Teacher \_\_\_\_\_ School Nurse/Teacher  
\_\_\_\_\_ Librarian \_\_\_\_\_ Guidance Counselor \_\_\_\_\_ Assistant Teacher (Associate's Degree)

Please indicate the level(s) of the position for which you are applying: Elementary (PreK-5) \_\_\_\_\_ (Gr. 6-8) \_\_\_\_\_ Secondary (9-12) \_\_\_\_\_

Please indicate your work preference(s): Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Substitute \_\_\_\_\_

Subjects/Grades Qualified to Teach: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Ordinarily professional educators must possess a current Rhode Island State professional credential and certification for appropriate grades and subjects being taught or be actively working toward credentialing and certification. Check required credentialing with the school's hiring agent.

Please list certifications that you hold.

State \_\_\_\_\_ Type of Certificate \_\_\_\_\_ Level/Area(s) \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

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State \_\_\_\_\_ Type of Certificate \_\_\_\_\_ Level/Area(s) \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Alternative Certification \_\_\_\_\_

Subjects/Grades Qualified to Teach: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

When will you be available for a teaching position? \_\_\_\_\_

### Colleges and Universities Attended:

Name of School/Location \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The school is subject to the Rhode Island Workers' Compensation Act, R.I.G.L. § 28-29-1, et. seq to §28-38-1, et. seq.

Have you completed student teaching? Yes  No  In process

If you are currently student teaching, please provide the name of the school, location and name of your supervisor.

Are you currently taking any graduate courses? \_\_\_\_\_ Are you currently pursuing a graduate degree? \_\_\_\_\_

**EDUCATIONAL WORK EXPERIENCE:** (Please list the most recent first)

School	City/State	Position Grade/Subject Taught	Principal's Name/Phone

**WORK EXPERIENCE OUTSIDE OF EDUCATION:** (Please list the most recent first)

Name of Institution	Position	Dates	Supervisor's Name/Phone

**REFERENCES:**

List the individuals whom you will ask to submit recommendations: References should have specific knowledge of your professional preparation and experience. Religious candidates must present a letter of concurrence from their superiors. Lay Roman Catholic candidates must present a Certificate of Parish Registration from their pastors with their application. Download form from CSO website.

Name	Position	Address	Phone

**GEOGRAPHIC AREA TO WHICH YOU ARE WILLING TO TRAVEL: (check as many as apply)**

- Gr. Providence** (refers to Cranston, Johnston, Pawtucket, Providence)
- Northern or Blackstone Valley** (refers to Cumberland, Smithfield, Woonsocket)
- West Bay** (East Greenwich, Warwick, West Warwick)
- South County** (refers to Coventry, Wakefield)
- East Bay** (refers to Barrington, Bristol, East Providence, Middletown, Newport, Portsmouth)

## STATEMENT OF INTEREST IN EMPLOYMENT IN A CATHOLIC SCHOOL:

On an additional page, please provide your statement of interest in working in a Catholic school in the Diocese of Providence.

### NOTICE

In employment practices, Catholic schools within the Diocese of Providence do not discriminate on the basis of race, color, sex, national origin, ancestry, physical or mental disability or protected impairment, genetic information, or veteran/military status. The school and/or parish employer will make reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship will result.

In compliance with Rhode Island General Laws 16-2-18.1 – 16-2-18.2, as well as the policy of the Diocese of Providence, all individuals offered employment in a Catholic school in the Diocese of Providence will be required to successfully complete a state and national criminal background check (Triple I). The Triple I background check must be initiated within one week of receiving a conditional offer of employment. Triple I clearances are obtained by contacting the Office of Education and Compliance, 80 Saint Mary's Drive, Cranston, RI 02920, 401-941-0760. After contacting the Office of Education and Compliance individuals with conditional job offers will be directed to the Attorney General's Office or their local police department to obtain fingerprinting. If the criminal background check identifies the existence of any disqualifying information as defined by statute, the offer will be rendered null and void.

**Roman Catholic candidates for employment who have married outside the laws of the Church and whose marriages have not been regularized are ineligible for hire. Individuals baptized in the Roman Catholic Church who as adults knowingly and willingly have left the Church, for any reason, are ineligible for hire.**

Application documents are gathered for the exclusive use of the Catholic School Office of the Diocese of Providence and schools in the Diocese. Copies of this application and its supporting documents (transcripts and letters of recommendations) will be sent to any school in the Diocese that requests them for the purpose of considering the applicant for a position. Neither the application nor the supporting documents will be sent to anyone else, even at the applicant's request. Applications for teaching positions will be on file in the Catholic School Office for two years after they are received. It is strongly advised that candidates update their files annually with the Catholic School Office.

### AUTHORIZATION AND CERTIFICATION

I authorize any school considering me for employment to investigate all statements contained in this application, to contact the references and employers listed, except where specifically indicated to the contrary, and I release all employers, schools and other references listed on this application from any liability involved in providing this information.

I certify that I have personally completed this application. I certify that all information furnished on this application is true, accurate and complete to the best of my knowledge and that any falsification, omission, or misrepresentation of information by me will be sufficient cause for rejection of my application and/or termination of my employment. I agree to immediately notify this School if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract between the School and me.

**Please sign and date this application form only after reviewing each section to ensure that all information and answers to questions are correct and complete.**

Signature \_\_\_\_\_

Date \_\_\_\_\_