



# ARCHDIOCESE OF WASHINGTON

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447  
Mailing Address: Post Office Box 29260, Washington, DC 20017-0260  
301-853-4500 TDD 301-853-5300

Catholic Schools Office  
301-853-4552 or fax: 301-853-7667

## Application for Employment in an Archdiocesan Catholic School

<b>Last Name</b>	<b>First</b>	<b>Middle</b>	<b>Social Security No.</b>	<b>Date</b>
<b>Present Street Address</b>			<b>City</b>	<b>State</b> <b>Zip</b>
			<b>Daytime Phone</b>	<b>Evening Phone</b>
<b>Permanent Address (if different from present address)</b>			<b>Cell Phone</b>	<b>E-Mail Address</b>

I am a U.S. citizen or an alien authorized to work in the U.S.  Yes  No

I am employed/have been employed at an Archdiocesan school  Yes  No

If yes, complete the following:

Name of school \_\_\_\_\_

Dates employed From \_\_\_\_\_ To \_\_\_\_\_

Position(s) held \_\_\_\_\_

Your name if different than above \_\_\_\_\_

Position(s) of Interest 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Full-time  Part-time

Date available to begin working: \_\_\_\_\_

Check the geographic area(s) you prefer:

Calvert County

Charles County

Montgomery County

Prince George's County

St. Mary's County

District of Columbia

Check grade(s) you prefer:  K  1  2  3  4  5  6  7  8  9  10  11  12

I am prepared to teach these subjects:

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I hold a valid teaching certificate or professional license  Yes  No

Provisional  Permanent

Areas of certification \_\_\_\_\_

Certifying agency/Institution: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

The Archdiocese of Washington and Archdiocesan schools comply with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record or mental or physical handicap 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 HISTORY

Name and location of School		#Years/Credit hrs. completed	Minor/Major and Degree Received
High School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
College			
Postgraduate School			
Teacher Prep Student Teaching		Grade Level/Subj	

If applying for teaching or principal positions, please have your official transcripts showing degree(s) received sent to the Catholic Schools Office 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 volunteer positions beginning with your present or most recent position first. Use additional pages if needed. Include all other names worked under if different than your name on this application. *If reason for leaving was involuntary or you failed or refused to fulfill a teaching contract entered into with any school please give specifics. (You may attach a separate explanation if necessary.)*

Employer Name		Phone ( )
Address		Employed (Month & Year) From: To:
Grade(s) Taught	Subjects Taught	Annual Salary Starting: Ending:
Reason(s) for Leaving		
Employer Name		Phone ( )
Address		Employed (Month & Year) From: To:
Grade(s) Taught	Subjects Taught	Annual Salary Starting: Ending:
Reason(s) for Leaving		
Employer Name		Phone ( )
Address		Employed (Month & Year) From: To:
Grade(s) Taught	Subjects Taught	Annual Salary Starting: Ending:
Reason(s) for Leaving		
Employer Name		Phone ( )
Address		Employed (Month & Year) From: To:
Grade(s) Taught	Subjects Taught	Annual Salary Starting: Ending:
Reason(s) for Leaving		
Employer Name		Phone ( )
Address		Employed (Month & Year) From: To:
Grade(s) Taught	Subjects Taught	Annual Salary Starting: Ending:
Reason(s) for Leaving		

**Professional Activities:** List memberships in professional associations.

**Honors/Awards:** List academic honors and awards received within the past five years.

**Interests and Achievements:** List interests, achievements and significant life experiences outside education.

**PROFESSIONAL REFERENCES:** List three persons who know of your success or probable success in your position of interest (supervisor, principal, department head, etc.) and request each to submit a professional letter of reference and a Teacher Professional Reference Form (available at [www.adw.org](http://www.adw.org) or from this office) to the Catholic Schools Office. Recent graduates may substitute their placement file from college.

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

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

**PERSONAL REFERENCES:** List three. Please request each person listed to send a letter of character reference to this office; if possible, request one from your parish priest, deacon or minister.

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

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

Please list the languages in which you are fluent:

Language: \_\_\_\_\_

Spoken

Written

Language: \_\_\_\_\_

Spoken

Written

Language: \_\_\_\_\_

Spoken

Written

**IMPORTANT: PLEASE READ EACH QUESTION BEFORE ANSWERING**

You must complete questions I, II, III & IV because the position(s) for which you are applying will involve significant contact with children or other vulnerable individuals, e.g., elderly, mentally or emotionally handicapped, etc.

I. 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 given to management or supervisors at places of employment)?  Yes  No

If yes, explain in full (attach a separate sheet of paper if necessary). Please 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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II. Have you ever served or do you presently serve as an employee or a volunteer in a *non-teaching* capacity for any organization, entity or group in which you had significant contact with children or other vulnerable populations (e.g. elderly, mentally or emotionally handicapped, etc.)?  Yes  No

If yes, please provide the name, address 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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III. 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, please explain (attach a separate sheet of paper if necessary). Please include in your explanation the date, nature and place of the occurrence(s) or allegations(s) and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address and telephone number.

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IV. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?  Yes  No

If yes, please explain (attach a separate sheet of paper if necessary). Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

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**IMPORTANT: THE FOLLOWING STATEMENT MUST BE READ AND SIGNED**

The information provided in this application is true, correct and complete. If employed or accepted as a volunteer, any misstatement or omission of fact on this application may result in my dismissal. I grant permission to check my background and references and release the *Archdiocese of Washington* and Archdiocesan schools from any and all resultant liability.

Further, I grant permission to the *Archdiocese of Washington* to release this application and attendant documents to the appropriate search committees and prospective employers within the *Archdiocese of Washington*. I understand my signature absolves and releases the *Archdiocese of Washington* from any and all liability for any and all legal action involving relinquishment of the information to others.

If employed, I will abide by the policies and procedures of the *Archdiocese of Washington*. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Upon termination, I authorize the release of reference information by the *Archdiocese of Washington* and Archdiocesan schools.

I understand that if employed in an Archdiocesan school I will have significant contact with children while performing my duties and am required to undergo a state and federal criminal background check before working with children.

I will be required to furnish proof of identity and eligibility to work in the U.S. once a conditional job offer has been made. I understand that, if hired, I will be subject to employment at-will.

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

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**This section to be completed by pastor, principal or agency director only**

The necessity of passing a state and federal criminal background check has been explained to this applicant. Offers of employment or acceptance of volunteer services may only be made contingent upon the applicant successfully completing the state and federal criminal background check and being legally authorized to work in the U.S. References will be checked before extending an offer of employment or accepting an applicant's volunteer service. *This completed application will be mailed without delay to the Catholic Schools Office, Archdiocese of Washington, P.O. Box 29260, Washington, DC 20017-0260.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of parish, school, or agency

\_\_\_\_\_  
(Area code) Telephone number

Archdiocesan Location Number:

## **Guiding Principles for the Schools in the Archdiocese of Washington**

Catholic schools function at several interlocking levels within the educational ministry of the Church. As academic institutions, they enable students to acquire skills, knowledge, occupational competence and civic responsibility. As Christian institutions committed to the teachings of the Catholic Church, Catholic schools prepare students to respond in faith to Jesus Christ and to understand his message, to view human existence in terms of divinely appointed goals, to follow moral standards of conduct and to achieve integrity of character. As Catholic communities of faith, schools deepen the ties between pastor, priests, faculty, parents and students. Building community in all areas of life, Catholic schools foster a spirit of service to humanity and a feeling of fellowship transcending individual difference.

Catholic schools seek primarily to serve all Catholic parents who seek Catholic education for their children. Because the ultimate responsibility for education rests with parents, schools welcome parent participation in policy decisions through formal channels and encourage informal communication at all levels in such matters as personnel, curriculum and finances. Pastors, administrators and teachers cooperate by fulfilling their respective responsibilities toward the school program. All parties together assess effectiveness in relation to the progress and needs of each student. To the community at large, Catholic schools represent a successful educational alternative, striving for academic excellence without sacrificing Catholic values. The development of each individual student is fostered through innovation and effective use of resources.

All employees and volunteers are required, as a condition of employment and acceptance of volunteer services, to teach and exemplify the guiding principles set forth above.

### **Statement of Acceptance of Guiding Principles**

I understand that any omission or misrepresentation in this application, or failure to teach and exemplify the Guiding Principles as set forth above, may result in refusal of services or separation from employment.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**