



Dear Substitute Teacher Applicant:

Thank you for expressing interest in the Diocese of San Jose. We want to be able to give the principals in our Diocese a current list of available substitute teachers. In order to facilitate the process, we need to have each substitute file complete prior to adding your name to our diocesan substitute list. Please submit the following documents to our office:

- Substitute Teacher Application Form (http://www.dsj.org/files/Substitute_Application.pdf)
- Current resume
- Evidence of successful completion of a Bachelor's Degree (such as: copy of the degree, copy of California credential, copy of official transcripts indicating the date that the Bachelor's Degree was awarded). An equivalency evaluation is required if your degree was earned outside the United States.
- Copy of current valid credential, or evidence of enrollment in a credential program, if applicable.
- The names, addresses and telephone numbers of three professional references. Please include any letters of recommendation they may have provided.
- Fingerprint clearance:
 - a. A copy of a current, valid California Teaching Credential, or
 - b. Applicants that do not have a current, valid credential will need to complete the Live-Scan Fingerprint Processing through the Diocese of San Jose. There is a \$51.00 fee for processing. Make a check for \$51.00 payable to the Diocese of San Jose.
- A current TB test (within the past 60 days)
- I-9 Form (http://www.dsj.org/files/I-9_Form.pdf)
- IRS W-4 Form (http://www.dsj.org/files/IRS_W-4_Form.pdf)
- Employee Information & History Sheet (http://www.dsj.org/files/History_Sheet.pdf)

When all of this documentation has been received in our office, your name will be placed on the substitute list distributed to Principals.

The maintenance of your name on the substitute list is based on the evaluations we receive from the schools in which you substitute, and the list is revised on a monthly basis. We ask that you please notify us of any changes in your availability or status, such as long-term assignments or unavailable days. We realize that gathering this information is time-consuming and we appreciate your efforts in this endeavor.

Should you have any questions, please call the Personnel Office at (408) 983-0149 or e-mail us at personnel@dsj.org.

May 2009

DIOCESE OF SAN JOSE: TEACHER & SUBSTITUTE TEACHER APPLICATION FORM

TEACHING EXPERIENCE

List all teaching experience chronologically, most recent experience first. Please list any additional teaching experience on a separate sheet of paper.

Dates (From & To)	School	Location (City & State)	Grade(s) or Subject(s)
-			
-			
-			
-			
-			
-			

PROFESSIONAL REFERENCES

Submit the name of your most recent supervisor below and three additional references. Include name, address, phone number and relation to your work.

1. _____
2. _____
3. _____
4. _____

BACKGROUND QUESTIONS

Please answer the following questions. Explain any "yes" answers to questions 3, 4, 5, and 6.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Do you possess a valid California teaching credential?
Type(s): _____ Date(s) of Expiration: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you possess a teaching credential from any other state?
Type(s) & State(s): _____ Date(s) of Expiration: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever had a teaching credential denied, suspended, or revoked?
If yes, please explain: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever failed or refused to fulfill an employment contract with any school?
If yes, please explain: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

DIOCESE OF SAN JOSE: TEACHER & SUBSTITUTE TEACHER APPLICATION FORM

5. Have you ever for any reason been suspended, dismissed or asked to resign a teaching position?
If yes, please explain: _____

*6. Have you ever been convicted of a crime?
(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. After employment, can you submit verification of your legal right to work in the United States?

8. Have you been examined and found to be free of communicable tuberculosis:
a) within the past sixty days if this is your initial employment by a school; or b) within the past four years if you have been previously employed in a school in California during that period?

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

DIOCESAN STATEMENT OF NON-DISCRIMINATION

Employment in the Diocese of San Jose will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, creed, sex, marital status, age, handicap, or national origin, except where creed, sex, or ordination is a bona fide occupational qualification.

CERTIFICATION

I hereby certify that the information presented in this application form and any supporting documentation (resume, transcripts, credentials, and etcetera) is true and complete. I understand that any misrepresentations or omissions shall be sufficient cause for disqualification or, if hired, dismissal. My permission is given for contact to be made with references and employers listed on the attached sheets.

I understand that the employment at Diocese of San Jose is expressly "at will" in that I am free to resign and the Diocese is likewise free to terminate my employment at any time, with or without cause, for any reason deemed sufficient by either the Diocese or me, as the case may be. No one other than the Bishop or Moderator of the Curia, by written agreement has any authority to enter into any agreement for employment for a specified time, or to enter into any agreement contrary to the foregoing. I understand that if I am hired, I will be required to sign an at-will agreement as a condition of employment.

I understand and acknowledge the following:

I authorize investigation of all statements contained in this application and any supporting documents. I authorize The Diocese of San Jose to secure information about my experience from former employers, educational institutions, government agencies, or any reference I have provided, and for those parties to provide information concerning my experience, and I hereby release all parties from any liability arising from such investigation. I specifically authorize investigation into my DMV record, criminal record, and consumer credit history.

SIGNATURE: _____

DATE: _____

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Please attach the following:

1. A professional resume.
2. Copies of all transcripts for undergraduate and post-graduate work.
3. Copies of all degrees and credentials.
4. Verification of previous teaching and administrative experience.
5. Three letters of recommendation or your college placement file if the recommendations contained in it are less than two years old.
6. A brief answer (one or two paragraphs is sufficient) to the following questions:
 - a. What purpose(s) do you feel Catholic schools fulfill?
 - b. What contribution do you feel you can make personally to a school's goals?

Should you be selected for and then choose to accept a position as a teacher in the Diocese of San José, you will need to supply as a condition of employment:

1. A current TB test
2. An Employment Eligibility Verification Form (I-9 Form) for the Department of Homeland Security
3. Fingerprint clearance if you do not possess a California Teaching Credential
4. A W-4 Form
5. A Diocese of San Jose Personnel Office Employee Information & History Form
6. Diocese of San Jose benefit forms if applicable

Forward application and documentation to:

Diocese of San Jose
The Chancery/Personnel Department
1150 North First Street, Suite 100
San Jose, CA 95112-4966

Should you have any questions, you may contact the Personnel Office by phone at (408) 983-0149, by email at personnel@dsj.org, or by fax at (408) 983-0203.