



Personnel

Dear Teacher Applicant:

Thank you for expressing interest in employment with the Diocese of San Jose. We want to be able to give the principals in our diocese a current list of available candidates for teaching positions for the coming school year.

In order to facilitate the application process, all applicant files must contain the following documentation to be complete:

- Teacher Application Form (http://www.dsj.org/files/Teacher_Application.pdf)
- Current resume
- Copy of all college transcripts reflecting degrees awarded or equivalency evaluation if degrees were earned outside the United States.
- Copy of current California teaching credential, or evidence of enrollment in a credential program (all Diocesan teachers are required to have a California credential, or to obtain a California credential within 5 years of employment). Teachers hired without a California credential must be enrolled in a credential program within one year of being hired.
- Three letters of recommendation

When all of this documentation has been received in our office, your name will be placed on a list that is given to the principals. As openings occur, the principals will call applicants directly for an interview.

Applicants are left on our list for two years. In January/February of each year, the Personnel Office sends an inquiry letter to applicants asking if you are interested in remaining as an applicant for a second year. At the end of the second year, applicant files are closed.

Any applicant may re-apply at the end of the two-year period by contacting our office and updating their teacher applicant file. If you have any questions, please call the Diocese of San Jose Personnel Office at (408) 983-0149.

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"/> |

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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.