



Human Resources

Dear Teacher Applicant:

Thank you for expressing interest in working as a teacher in the Diocese of San Jose. In order to be considered for employment, please complete and submit the following documents to our office:

- Teacher & Substitute Teacher Application Form: If you have applied to become a substitute teacher with the Diocese and have already completed and submitted this attached form as part of the substitute teacher applicant process, there is no need to complete this form again.
- Resume: Please submit a current resume.
- Copies of College Transcripts: College transcripts reflecting degrees awarded or equivalency evaluations, if degrees were earned outside of the United States, are required. Copies of unofficial transcripts, student records or grade reports are not acceptable.
- Letters of Recommendation: Submittal of three (3) letters of recommendation is required. This requirement is in addition to listing a minimum of three (3) professional references in the application form. Persons you list in the application may also provide letters of recommendation.
- Copies of State Credentials or Credential Program Enrollment: Please submit a copy of a current, valid credential or evidence if available. If you are not credentialed, please submit evidence, if any, of enrollment in a credential program. A California preliminary or clear, single or multiple subject teaching credential is required of all teachers who work in the Diocese of San Jose. Teachers hired without a credential will be required to enroll in a California credential program within one (1) year of hire and obtain their credential within five (5) years of employment as a teacher. Teachers hired with out-of-state credentials will be required to obtain a California teaching credential within five (5) years of employment as a teacher.

When all of this documentation has been received in our office, your application materials will be scanned and made available to school principals in a secure, web-based database. As openings occur, principals will contact applicants directly to assess mutual interest. Teacher applicants are encouraged to update their application information throughout the year, so that the Diocese has the most up-to-date information on their qualifications.

Teacher applicants remain active in the database for the current school year. We ask that you please notify us of any changes in your availability or status. In January/February of each year, the Human Resources Office will send an e-mail inquiry to teacher applicants to assess their interest in remaining a teacher applicant for the next school year. Teacher applicants wishing to remain active year-to-year must respond to this inquiry.

If you have any questions, please feel free to contact the Human Resources Office by e-mail at jobs@dsj.org or by telephone at (408) 983-0149.

February 2012



Human Resources

Dear Substitute Teacher Applicant:

Thank you for expressing interest in being a substitute teacher in the Diocese of San Jose. In order to be considered for employment, please complete and submit the following documents to our office to complete the hiring process:

- Teacher & Substitute Teacher Application Form: If you have applied to become a teacher with the Diocese and have already completed and submitted this attached form as part of the teacher applicant process, there is no need to complete this form again.
- Copies of College Transcripts: College transcripts reflecting degrees awarded or equivalency evaluations, if degrees were earned outside of the United States, are required. Copies of unofficial transcripts, student records or grade reports are not acceptable. Copies of diplomas may be submitted in lieu of transcripts.
- Copies of State Credentials or Credential Program Enrollment: Please submit a copy of a current, valid credential. If you are not credentialed, please submit evidence, if any, of enrollment in a credential program.
- Fingerprint Clearance: Applicants that do not have a current, valid California credential or who have a California Life credential will need to complete Live Scan fingerprint processing for the Diocese of San Jose. A Live Scan fingerprint appointment with the Santa Clara County Sheriff's Office must be set-up in person at our office. No appointment with our office is necessary to set-up the appointment. Our business hours are 8:30 AM - 12:00 PM and 1:00 PM - 5:00 PM, Monday through Friday. There is a \$49.00 processing fee due at the time of the appointment set-up and checks should be made payable to the Diocese of San Jose. There is an additional \$20.00 scanning fee assessed by the Sheriff's Office at the time of the actual appointment.
- TB Clearance: State law requires a TB clearance to work in a school. The TB clearance test result should be obtained no more than sixty (60) days prior to an applicant's date of hire and may be obtained from a personal physician or local health clinic. Results may be faxed or mailed directly to our office.
- USCIS I-9 Form: Federal law requires this form be completed and supporting evidence of eligibility to work in the United States be presented in person at our office. The form may be downloaded from our website. No appointment is necessary to submit this form in person to our office.
(<http://www.dsj.org/files/USCIS-I-9Form.pdf>)

When all of this documentation has been received in our office, the hiring process is considered complete and your name will be placed on a *Substitute Teacher List* made available to school principals. As assignments become available, school administrators or staff contact substitute teachers directly to confirm interest and availability. Substitute teachers are encouraged to update their application information throughout the year so that the Diocese has the most up-to-date information on their qualifications.

The maintenance of your name on our *Substitute Teacher List* is based on the evaluations we receive from the schools in which you substitute, and are reviewed on a continuous basis. We ask that you please notify us of any changes in your availability to substitute teach. Substitute teachers otherwise remain active on the list for the current school year. In May/June of each year, the Human Resources Office will send an e-mail inquiry to substitute teachers to assess their interest in remaining on the *Substitute Teacher List* for the next school year. Substitute teachers wishing to remain active year-to-year must respond to this inquiry.

If you have any questions, please feel free to contact the Human Resources Office by e-mail at jobs@dsj.org or by telephone at (408) 983-0149.

March 2013

DIOCESE OF SAN JOSE
TEACHER & SUBSTITUTE TEACHER APPLICATION FORM

PERSONAL INFORMATION

LEGAL NAME Last _____ First _____ M.I. _____

ADDRESS Street _____ City _____ State _____ Zip _____

CONTACT Daytime Phone _____ Cell Phone _____ E-mail Address _____

RELIGION Faith _____ Parish/Church _____

Are you a practicing Catholic or an active member of the religious affiliation indicated above? Yes | No

Do you have knowledge of Catholic doctrine and are you willing to teach in accordance with it? Yes | No

Do you have knowledge of any foreign languages?

Speak: _____ Read: _____ Write: _____

EMPLOYMENT PREFERENCES *(Please check all that apply.)*

Employment Status: Teacher Substitute Teacher Full-Time Part-Time

Grade Level:

Early Childhood Primary Intermediate Junior High High School
 (Pre-K) (K-3) (4-6) (7-8) (9-12)

Subject Areas (Please list): _____

Extra-Curricular Interests (Coaching, activities, etc.): _____

Geographic Limitations inside Santa Clara County: _____

EDUCATION AND PROFESSIONAL TRAINING

College or University	Location (City & State)	Graduation (Degree)
_____	_____	-
_____	_____	-
_____	_____	-

Undergraduate Degree: Major(s) _____ Minor(s) _____

Graduate Degree – Area(s) of Concentration: _____

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 or attach a current resume.

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 2, 3, and 4.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Do you possess a current, valid teaching credential?
Type(s) & State(s): _____ Date(s) of Expiration: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever had a teaching credential denied, suspended, or revoked?
If yes, please explain: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever failed or refused to fulfill an employment contract with any school?
If yes, please explain: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever for any reason been suspended, dismissed or asked to resign a teaching position?
If yes, please explain: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO |
| 5. After employment, can you submit verification of your legal right to work in the United States? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you worked in the Diocese of San Jose before?
If yes, where and in what capacity: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Referred by: _____ | | |

DIOCESE OF SAN JOSE: TEACHER & SUBSTITUTE TEACHER APPLICATION FORM

**** All offers of employment are subject to and contingent on the Diocese of San Jose fingerprinting process. The Diocese of San Jose 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. ****

Please write or attach a brief answer to the following questions:

1. What purpose(s) do you feel Catholic schools fulfill? _____

2. What personal contribution can you make to a school's goals? _____

DIOCESAN STATEMENT OF NON-DISCRIMINATION

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

CERTIFICATION

I certify that all of the information furnished on this application, attached resume and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omission is discovered.

I recognize that this employment application is not an offer of employment. I agree that if I am hired by the Diocese, **I will be an at-will employee**, meaning that either the Diocese or I may end the employment relationship at any time with or without cause or notice. I understand that only the "Roman Catholic Bishop of San Jose", the Vicar General/Moderator of the Curia, or the diocesan Superintendent of Education, and no manager, supervisor, or representative of the Diocese, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to the "Roman Catholic Bishop of San Jose", the Vicar General/Moderator of the Curia, or the diocesan Superintendent of Education, any such agreements must be in writing and are subject to approval by the "Roman Catholic Bishop of San Jose" or the Vicar General/Moderator of the Curia.

I understand that the Diocese may share the information contained in this application with other diocesan employees for employment and administrative purposes only and hereby consent to such transfer.

DIOCESE OF SAN JOSE: TEACHER & SUBSTITUTE TEACHER APPLICATION FORM

I hereby authorize the Diocese to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete the requisite authorization forms for the background investigation. I hereby release all parties from any liability in connection with the provision and use of such information.

I understand that the position for which I am applying will require fingerprint clearance through the California Department of Justice (DOJ), the Federal Bureau of Investigation (FBI) and the Child Abuse Central Index and that any offer of employment is contingent upon the results of such clearance.

I understand that the Diocese has an arbitration procedure governed by the Federal Arbitration Act, 9 U.S.C. sections 1 et seq. The arbitration procedure applies to claims brought by me against the Diocese or by the Diocese against me. I agree that any claim arising out of or relating to the application process, including, without limitation, a claim alleging unlawful discrimination and/or harassment, and any claim arising out of or relating to my employment or its termination (if I am offered and accept employment), including, without limitation, a claim of unfair business practices, unlawful employment discrimination, harassment, wrongful demotion and/or wrongful termination, will be presented to a neutral arbitrator for final and binding decision in accordance with procedures adopted by the Diocese of San Jose. These procedures do not prevent me from filing a claim or charge with the Equal Employment Opportunity Commission or National Labor Relations Board. Nor do these procedures prevent me from making a claim for workers' compensation benefits or unemployment insurance. I understand and agree that I may review the Diocese's arbitration procedures before submitting this application for employment by making a written request for a copy of those procedures from the Diocese at 1150 North First Street, Suite 100, San Jose, CA 95112-4966.

THIS AGREEMENT IS A WAIVER OF ALL RIGHTS TO CIVIL COURT ACTIONS FOR A CLAIM SUBJECT TO ARBITRATION. ONLY THE ARBITRATOR, NOT A JUDGE OR JURY, WILL DECIDE THE CLAIM OR DISPUTE.

SIGNATURE: _____ DATE: _____

Teacher applicants should attach the following:

1. A professional resume.
2. Copies of all official transcripts for undergraduate and post-graduate work.
3. Three letters of recommendation.
4. Copies of all credentials if any *or* evidence, if any, of enrollment in a credential program.

Substitute teacher applicants should attach the following:

1. A professional resume.
2. Copies of all official transcripts for undergraduate and post-graduate work *or* copies of diplomas.
3. Copies of all credentials if any *or* evidence, if any, of enrollment in a credential program.

Offers of employment for positions as a teacher or substitute teacher in the Diocese of San Jose are contingent on the following:

1. Fingerprint clearance.
2. A current TB test.
3. Acceptable documentation of identity and work authorization for the [Employment Eligibility Verification Form](#) (USCIS I-9 Form).
4. Verification of previous teaching and administrative experience, if any (teachers only).

Forward application and documentation to:

Diocese of San Jose
The Chancery/Human Resources Office
1150 North First Street, Suite 100
San Jose, CA 95112-4966

Should you have any questions, you may contact the Human Resources Office by phone at (408) 983-0149, by e-mail at jobs@dsj.org, or by fax at (408) 983-0203.