

**DIOCESE OF SAN JOSE**  
**SCHOOL ADMINISTRATION 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: \_\_\_\_\_

**EDUCATION AND PROFESSIONAL TRAINING**

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

Undergraduate Degree: Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

Graduate Degree – Area(s) of Concentration: \_\_\_\_\_

**ADMINISTRATIVE EXPERIENCE**

*List any additional administrative experience on a separate sheet of paper or attach a current resume.*

Dates (From & To)	School	Location (City & State)
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**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)
-			
-			
-			
-			
-			

**OTHER NON-TEACHING EXPERIENCE**

Please list most recent position first or attach a current resume. Include experience in business, management, administration, with youth, etc.

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

**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. \_\_\_\_\_

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**BACKGROUND QUESTIONS**

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

YES NO

1. Do you possess a current, valid teaching credential?    
Type(s) & State(s): \_\_\_\_\_ Date(s) of Expiration: \_\_\_\_\_

2. Do you possess a current, valid administrative credential?    
Type(s) & State(s): \_\_\_\_\_ Date(s) of Expiration: \_\_\_\_\_

3. Have you ever had a teaching or administrative credential denied, suspended, or revoked?    
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

4. Have you ever failed or refused to fulfill an employment contract with any school?    
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

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

6. After employment, can you submit verification of your legal right to work in the United States?

7. Salary desired: \$ \_\_\_\_\_

8. Date available for employment: \_\_\_\_\_

9. Referred by: \_\_\_\_\_

**\*\* 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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### **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.

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: \_\_\_\_\_

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### Please 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.

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

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

### 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](mailto:jobs@dsj.org), or by fax at (408) 983-0203.