

DIOCESE OF GALLUP OFFICE OF CATHOLIC SCHOOLS

711 S. Puerco Drive Gallup, New Mexico 87301

Voice: (505) 863-4406 ext. 21, Fax: (505) 863-2269, Email: catholicschools@dioceseofgallup.org

TEACHER APPLICATION

The Diocese of Gallup Office of Catholic Schools considers applicants for all positions without regard to race, color, gender, national origin, age, disability, marital, or veteran status.

INSTRUCTIONS:

- Please complete this application form and return it to the address given above. Keep a copy for your files. A copy of this application will be forwarded to the locations you identify in this application.
- You must fully and accurately complete the *Teacher Application* form. Incomplete applications will not be considered. Resumes do not substitute for any part of the application. Add additional pages as needed.
- All teacher applications are considered inactive after one year.
- If you are hired, the following must be submitted **BEFORE STARTING WORK**:
 - A clear criminal record from the DOJ and FBI
 - Proof of citizenship or immigration status to verify your right to work in the U.S. (I-9 form)
 - A signed copy of the Safe Environment “Code of Ethics”
 - Official copies of your official transcripts from accredited colleges/universities indicating your BA degree and post-graduate grades/degrees sent directly to the Office of Catholic Schools
 - If applicable, your official and active teaching credential

A. GENERAL APPLICANT INFORMATION

Full Name			
Home Address			
City, State, Zip			
Home Phone	()	Social Security #	
Email Address		Religion	
Date Available to Start			
If Applicable, Name of Religious Community	Address, City, State, Zip		

POSITION PREFERENCES

Employment Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Substitute			
Grade Levels	<input type="checkbox"/> K-2	<input type="checkbox"/> 3-5	<input type="checkbox"/> 6-8	<input type="checkbox"/> 9-12
Subject Areas				
Extracurricular Areas				
Location of Position (School, City, or County)				

COMPLETE THE FOLLOWING

	YES	NO
After employment, can you submit verification of your legal right to work in the United States?		
Are you a practicing Roman Catholic or, if not, an active member of the religion indicated above?		
Do you have knowledge of Catholic doctrine and moral precepts and are you willing to teach in accordance with them?		
Do you hold a BA or BS degree?		
Have you previously been employed by the Diocese of Gallup?		
If YES, when	From: / /	To: / /
	Location	

	YES	NO
Have you previously been employed by another Catholic Diocese or private/religious school?		
Have you ever left a teaching position at any time other than the end of the school year, excluding any legally protected leaves? <i>Legally protected leaves include but are not limited to FMLA, Workers Comp., ADA accommodation leave, Pregnancy Disability leave, etc. If YES, describe on a separate sheet of paper.</i>		
Has your teaching credential ever been suspended or revoked? <i>If YES, describe on a separate sheet of paper.</i>		
Can you perform the essential functions of the teacher position with or without reasonable accommodation? <i>(Job description available upon request)</i>		
Have you ever been convicted of any crime other than a minor traffic violation? <i>If YES, describe on a separate sheet of paper. A conviction may be relevant if they are job related, but will not necessarily disqualify an applicant from employment.</i>		

At your sole discretion, you may attach additional information to explain the circumstances of your above answers.

B. WORK HISTORY: List Most Recent Employers First

Employer/Company	
Type of Business	
Address	
City, State, Zip	
Immediate Supervisor <small>(Principal, if a school)</small>	
Company Phone ()	Dates of Employment From: / / To: / /
Position Title	
Reason for Leaving	
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, why not?	
If a Teaching Position, complete the following:	
Position Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Substitute <input type="checkbox"/> Student Teacher
Grades Taught	<input type="checkbox"/> K-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> College
Subject Areas	
Extracurricular Areas	

Employer/Company	
Type of Business	
Address	
City, State, Zip	
Immediate Supervisor <small>(Principal, if a school)</small>	
Company Phone ()	Dates of Employment From: / / To: / /
Position Title	
Reason for Leaving	
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, why not?	
If a Teaching Position, complete the following:	
Position Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Substitute <input type="checkbox"/> Student Teacher
Grades Taught	<input type="checkbox"/> K-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> College
Subject Areas	
Extracurricular Areas	

Employer/Company			
Type of Business			
Address			
City, State, Zip			
Immediate Supervisor (Principal, if a school)			
Company Phone	()	Dates of Employment	From: / / To: / /
Position Title			
Reason for Leaving			
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If NO, why not?			
If a Teaching Position, complete the following:			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Substitute <input type="checkbox"/> Student Teacher
Grades Taught	<input type="checkbox"/> K-2	<input type="checkbox"/> 3-5	<input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> College
Subject Areas			
Extracurricular Areas			

Attach any other employment information that is relevant to your application for employment as a teacher.

C. TEACHING EXPERIENCE AND COURSE WORK

Total Years of FULL TIME (75%+) Teaching Experience	
Number of Graduate Level Semester Units Beyond BS or BA	

One quarter unit equals 2/3 of a semester unit.

D. CREDENTIAL AND CERTIFICATION STATUS

	Type	Expires	Subject
NM or AZ Credentials			
Other Credentials			
Do you possess an active Catechist Certificate?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If so, from what diocese/archdiocese?	Expiration date?		

Attach to your application a copy of all your current credentials and/or certificates. If hired, you must provide your official Credential to the school office for copying.

E. COLLEGE OR UNIVERSITY EDUCATION

Name & Location of Each Accredited Institution	Dates of Attendance	Degree Earned	Major & Minor
	-		
	-		
	-		
	-		
	-		
	-		
	-		
	-		
	-		

Attach to your application a copy of all your college or university transcripts. Please black out your date of birth on transcripts submitted before hire. If hired, you will be required to request official transcripts to be sent to the Diocese of Gallup Office of Catholic Schools.

F. REFERENCES: Please list 3 persons* who may be contacted as professional references and who possess first-person knowledge of your character, teaching ability, and scholarship.

Name & Title	Address	City, State, Zip	Phone

*If you have taught, one of your references must be your last principal.

G. LETTERS OF RECOMMENDATION: In addition to the three references given above, please submit, the following three letters of recommendation from: (1) your current or last employer (principal if applicable); (2) a professional colleague; and (3) your pastor or minister attesting to your commitment to your faith.

H. STATEMENT OF INTENT & RESUME: Please attach to this application your response in essay form to the following question: Why do you want to teach in a Catholic school? You may also attach a copy of your resume (optional).

PLEASE READ CAREFULLY AND SIGN

I authorize the Bishop of the Roman Catholic Diocese of Gallup, the Diocese of Gallup Office of Catholic Schools, or their designees, hereafter "Diocese" to communicate with persons listed as references, former employers, and any others with whom the Diocese desires to check. I agree to hold such persons harmless with respect to any information they may give about me.

If employed, I agree to engage in no outside activity that would involve a material conflict of interest with or could reflect adversely on the Diocese. I understand this decision to rest with the Diocese.

I understand that the Diocese may change the terms and conditions of my employment with or without notice. I understand that no representative of the Diocese, other than the Bishop, Superintendent of Catholic Schools, Pastor, Rector, or Board of Trustees has the authority to enter into any contract or employment agreement and then only if the commitment is a signed written agreement.

In consideration of my employment, if I am employed, I agree to conform to the employment policies of the Diocese. I understand that the completion of this *Teacher Application* does not guarantee that I have been or will be employed by the Diocese.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception or false statement made in this application for employment may result in my not being considered for employment, and if not discovered by the Diocese until after my becoming employed, are grounds for, and may result in, my immediate termination.

Signed _____

Date _____

ATTACHMENTS TO THIS APPLICATION

To consider your application file complete, attach the following items to your application form.
Please check off those items that apply to your application.

CREDENTIALS and CERTIFICATES (Recommended)Item D., Page 3

- I have attached a copy of all my current and active teaching credentials.
- I do not possess a current teaching credential or certificate at this time.
- I have attached a copy of my Catechist Certificate.
- I do not possess s Catechist Certificate at this time.

COLLEGE/UNIVERSITY TRANSCRIPTS (Minimum Requirement for Eligibility)Item E., Page 3

- I have attached a copy of all my college/university transcripts – non-official copies are sufficient for your application. At least one of your transcripts needs to indicate that you have been awarded a bachelor’s degree. If you are hired, please request that official transcripts of your college/university studies be sent to the Diocese of Gallup, Office of Catholic Schools.

LETTERS OF REFERENCE FROM THE FOLLOWING THREE PERSONS (Required) Item G., Page 4

- I have attached a letter from my current or last employer (if applicable, your last principal).
- I have attached a letter from a professional colleague.
- I have attached a letter from my pastor or minister attesting to my commitment to my faith. If you are not an active member of a parish or church and are unable to obtain a letter from your pastor or minister, include an explanation of your situation.

STATEMENT OF INTENT (Required).....Item H., Page 4

- I have attached my Statement of Intent: an essay response to the following question: “Why do you want to teach in a Catholic school?”

RESUME (Optional)Item H., Page 4

- I have attached my resume.
- I have not attached my resume.

Thank you for applying for a teaching position in the Catholic schools of the Diocese of Gallup. We are always looking for teachers eager to touch the hearts and minds of our students.

FOR OFFICE USE ONLY

Date Application Received		Date Application is Complete	
Application Transmitted to Schools			
School	Date	School	Date