

DIOCESE OF GALLUP OFFICE OF CATHOLIC SCHOOLS

P.O. Box 1338 Gallup, New Mexico 87305

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SUBSTITUTE TEACHER APPLICATION

INSTRUCTIONS FOR APPLICANT

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.

1. **COMPLETE AND SUBMIT** this application to any Catholic school at which you are willing to serve as a substitute teacher. Incomplete applications will not be considered. Resumes may not substitute for any part of the application. Applications will be considered inactive at the end of the current academic year. Please print or type.
2. You must **MEET** the following minimum job requirements to be eligible for employment:
 - a. Be committed to the ministry, mission, philosophy, and goals of a Catholic school education.
3. **REQUEST** an interview with the principal at the school at which you wish to substitute teach.

If you are hired, the following must be submitted before starting to 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 your Job Offer document
- A signed copy of the Safe Environment "Code of Ethics"

A. GENERAL APPLICANT INFORMATION

Full Name			
Home Address			
City, State, Zip			
Home Phone	()	Social Security #	
Email Address			

B. TEACHING EXPERIENCE: Name and address of *last* school in which you taught.

School Name			
Address			
City, State, Zip			
Principal			
Phone	()	Dates of Employment	From: / / To: / /
Position Desired	<input type="checkbox"/> Long Term Sub	<input type="checkbox"/> Short Term Sub	<input type="checkbox"/> Day sub
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			

C. CREDENTIAL AND CERTIFICATION STATUS

	Type	Expires	Subject
NM or AZ Credentials			
Other Credentials			
Have you passed the New Mexico Basic Education Skills Test (NMTA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO

D. COLLEGE OR UNIVERSITY EDUCATION

Name & Location of Each College or University	Dates of Attendance	Degree	Major
	-		
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E. 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.

F. PERSONAL BACKGROUND

	YES	NO
Are you a practicing Roman Catholic?		
Do you have knowledge of Catholic doctrine and moral precepts and are you willing to teach in accordance with them?		
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 it is 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.

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 which 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 my employment is at will, which means that either the Diocese or I am free to terminate my employment with or without cause and with or without notice, at any time.

I understand that the terms and conditions of my employment may be changed, with or without notice, by the Diocese. I understand that no representative of the Diocese, other than the Bishop, Superintendent of Catholic Schools, Pastor, or Rector, has the authority to enter into any contract or 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 Application for Employment does not guarantee that I have been or will be employed by the Diocese.

I hereby certify that all statements and materials submitted with this application are true and correct to the best of my knowledge. I understand that failure to provide accurate information on this application or withholding any information that would, if disclosed, affect my application unfavorably shall be sufficient cause for non-selection or after my becoming employed, is grounds for, and may result in, my immediate termination.

I authorize the Diocese of Gallup and its agents to verify any representation made by me, either written or oral, concerning my application for employment. The Diocese of Gallup and its agents have my consent to discuss with individuals and organizations other than those I have provided as references in this process. Further, I release from all liability persons or organizations reporting information regarding my application.

Signed:	Date:
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Thank you for filling out this application for a substitute teacher position