

# DIOCESE OF GALLUP OFFICE OF CATHOLIC SCHOOLS

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## SUPPORT STAFF 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. 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 minimum job requirements as detailed in the position job description to be eligible for employment:
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
- 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"

PERSONAL INFORMATION				
Last Name, Suffix (i.e., Jr/Sr.)	First Name	Middle Initial	Date of Birth	
Street Address	City	State	Zip	Religion:
Length at current address _____ Years _____ Months      If you have resided at this location less than 3 years list previous address(es) below.				
Most Recent Previous Address	City	State	Zip	
Additional Previous Address	City	State	Zip	
Home Phone Number	Cell Phone Number	Email Address		
EMPLOYMENT HISTORY <input type="checkbox"/> Check here if you are not currently employed				
Employer/Company				
Type of Business				
Address				
City, State, Zip				
Immediate Supervisor <small>(Principal, if a school)</small>				
Company Phone	(    )			
Position Title				
Reason for Leaving				
May We Contact This Employer For a Reference?				
If NO, why not?				
Employer/Company				
Type of Business				
Address				

City, State, Zip			
Immediate Supervisor (Principal, if a school)			
Company Phone	( )	<b>Dates of Employment</b>	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?			

Employer/Company			
Type of Business			
Address			
City, State, Zip			
Immediate Supervisor (Principal, if a school)			
Company Phone	( )	<b>Dates of Employment</b>	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?			

### EDUCATION AND TRAINING

#### HIGH SCHOOL AND COLLEGE EDUCATION

Name & Location of Each Accredited Institution	Dates of Attendance	Degree Earned	Course of Study
	-		
	-		
	-		
	-		
	-		
	-		
	-		
	-		
	-		
	-		

Attach to your application a copy of your high school diploma and all your college 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.

#### CERTIFICATION STATUS

	Type	Expires	Subject
NM or AZ Credentials			
Other Certifications			
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.

<b>REFERENCES</b>			
(A minimum of three required. If residing in Diocese of Gallup less than three years two of the references must be from previous location)			
Reference Name ( <b>Professional</b> )	Address (Street/City/State/Zip)	Daytime Phone Number	
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reference Name ( <b>Professional</b> )	Address (Street/City/State/Zip)	Daytime Phone Number	
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reference Name ( <b>Personal</b> )	Address (Street/City/State/Zip)	Daytime Phone Number	
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reference Name ( <b>Personal</b> )	Address (Street/City/State/Zip)	Daytime Phone Number	
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>BACKGROUND INFORMATION</b>			
<b>Please answer the following</b>		<b>YES</b>	<b>NO</b>
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 support 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	
Have you previously been employed by another Catholic Diocese or private/religious school?			
Can you perform the essential functions of the 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.

**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 *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 \_\_\_\_\_

***Thank you*** for applying for a position in the Catholic schools of the Diocese of Gallup. We are always looking for those eager to support the mission of Catholic Education.

FOR OFFICE USE ONLY

Date Application Received		Date Application is Complete	
<b>Application Transmitted to Schools</b>			
<b>School</b>	<b>Date</b>	<b>School</b>	<b>Date</b>