



Diocese of Manchester

Catholic Schools Office

TEACHER APPLICATION FORM

Kindly complete this application and send with transcripts, proof of certification, and letters of reference to the school to which you are applying. (Incomplete materials may eliminate your candidacy.) The information obtained through the application process will be subject to review by the Catholic Schools Office.

NAME:

First

Middle

Last

PRESENT ADDRESS:

Street

City

State

Zip

UNTIL:

PHONE:

PERMANENT ADDRESS (if different):

Street

City

State

Zip

EMAIL:

List all states in which you have resided during the last five years:

Are you authorized to work in the United States? Yes No

Please indicate level preferred:

Elementary

Middle School

High School

Please list subjects and extra-curricular activities in order of preference:

CERTIFICATION

State	Endorsement Area(s)	Expiration Date	

Note: Must hold or be eligible for NH certification.

Have you ever had your teaching credential revoked in any state? Yes No

EDUCATION HISTORY

Name and Location	Dates Attended	Degree	Year Received
Undergraduate:			
Graduate:			

EMPLOYMENT HISTORY

Employer and Location	Position	Dates Employed		Full Time Part Time	Reason for Leaving
		From	To		

OTHER QUALIFICATIONS

College activities engaged in, any honors received before or since graduation; extracurricular work; and additional information, experience, and interests that enhance your candidacy for a teaching position.

PERSONAL DATA

Religious Affiliation:

Parish:

City/Town:

Some Catholic teachers in diocesan schools teach religious education as well as other content areas. Please indicate your educational and/or professional background or experience in religious education.

PERSONAL ESSAY

Please attach a one-page, double-spaced response to the following:

A teacher in Catholic schools is involved in the educational ministry of the Church and brings to that ministry a unique personal experience. Catholic school teachers are expected to support the beliefs and practices of the Catholic Church. Please indicate the circumstances which have brought you to explore for the first time or to continue ministry in Catholic schools. Please include in your response your reason for wanting to be involved in Catholic school education and what special gifts you bring to this important ministry.

Your response is most important to your candidacy for a position in Catholic schools in the Diocese of Manchester. Essay must be signed and dated. Thank you.

REFERENCES

Please provide the names of professional references, one of whom must be a recent employer, who can attest to your qualifications for this position.

Name	Address	Home/Cell Phone	Work Phone	Relationship to Applicant
<input style="width: 100%; height: 60px;" type="text"/>	<input style="width: 100%; height: 60px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
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BACKGROUND AND CRIMINAL RECORDS CHECK

All applicants for teaching positions with the Diocese of Manchester must undergo a criminal history record check by the New Hampshire State Police. Any offer of employment is conditional until satisfactory results of the criminal history records check are received.

Have you ever been convicted of a crime (including driving while impaired or its equivalent, but excluding minor motor vehicle offenses) that has not been annulled by a court of law? (Please note that an affirmative answer does not necessarily disqualify you from being considered as a candidate for employment.)

Yes No

If yes, please explain:

Has your employment or volunteer service ever been involuntarily terminated by any parish, agency, employer, or organization?

Yes No

If yes, please explain:

Have you ever committed or been convicted of physical or sexual abuse, neglect, harassment or sexual misconduct in any form?

Yes No

If yes, please explain:

Have your parental rights every been terminated or have you ever been subject to any court order involving allegations of sexual, physical, or verbal abuse of a minor?

Yes No

If yes, please explain:

Catholic school administrators and faculty members must be role models in their schools and local communities and must be witnesses to the beliefs and practices of the Catholic Church. Are you currently, or have you in the past, engaged in conduct or behavior that if revealed might call into question whether you are a suitable role model or witness to the beliefs of the Catholic Church or otherwise could be a cause of concern or embarrassment to you, the school, or the Church?

Yes No

If yes, please explain:

CERTIFICATIONS AND AUTHORIZATIONS

Sign where noted to indicate that you have read and understand the statements.

I certify that the above information is true and complete to the best of my knowledge and belief. I understand that any statement I have furnished which is shown to be false when made will be cause for disregard of this application or will be cause for my immediate dismissal if I have been hired.

I understand that any employment or offer of employment is contingent on my meeting the employment eligibility requirements of the Immigration Reform and Control Act.

I authorize the Diocese of Manchester Catholic Schools Office and/or the school with which I am applying to conduct any and all inquiries that it may deem necessary or advisable to verify the information provided by me and/or to supplement this information. I authorize the Diocese of Manchester and/or the school to conduct a personal and professional background check for the purposes of my application. The Catholic Schools Office or school may contact any references, past and current employers, the State of New Hampshire, church, school, youth organizations and agencies where I have volunteered, and any individual or organization which might have information relevant to my desired position.

I authorize any former employer, or any other person, firm, corporation, credit agency or government agency to provide the Diocese of Manchester Catholic Schools Office or school with any information concerning me. In addition, I release such employer, person, firm, corporation, credit agency or government agency from any previous agreement, verbal or written, which would prohibit the release of information pertinent to my application for employment within the Diocese of Manchester Catholic Schools Office. I release and hold harmless the Diocese of Manchester Catholic Schools Office and such providers of information about me from any liability that results from the furnishing and review of this information.

If I am hired, I also authorize the Diocese of Manchester and/or the school to provide truthful information concerning my employment with the Diocese of Manchester to my future prospective employers, and I agree to hold it harmless for providing such information.

I understand, in accordance with church law, that no person who admits or is found to have sexually abused a child can exercise any ministry in the Church and that the Diocese of Manchester has a policy regarding the thorough investigation of all reports of child sexual abuse by any church personnel. I further understand that the Diocese of Manchester cooperates fully with the civil authorities in their investigation of all reports of a crime, including the sexual abuse of a minor.

Signature of Applicant

Date