



**ARCHDIOCESE OF PHILADELPHIA
OFFICE OF CATHOLIC EDUCATION**

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299
Telephone: 215-587-3743 Fax: 215-587-2414 Email: bdougherty@archphila.org
www.aop Catholicschools.org

Dear Applicant:

Thank you for your interest in becoming a lay teacher in the elementary schools of the Archdiocese of Philadelphia. Kindly have the following documents forwarded to either Bernadette Dougherty or Micah Sumner at the above address as soon as possible:

1. A written recommendation from your Pastor (Pastor may mail this directly to the Office of Catholic Education). You must be a practicing Catholic.
2. Official college transcripts noting Baccalaureate and/or Masters Degree conferral (copies **will not** be accepted as official and these may be sent directly from the college to the Office of Catholic Education, Elementary Division).
3. Three letters of Recommendation from college professors or former employers.
4. A professional resume and cover letter with county and grade preferences.(Date must be within current year)
5. The following clearances (must be valid within the current year):
 - Updated PA State Police Check
 - Updated PA Department of Public Welfare Child Abuse History Clearance
 - Updated FBI Fingerprint Check...with results
6. Teacher application found at: <http://www.aop Catholicschools.org/about/employment/> (Click blue link at the top of the page labeled, Resources- Elementary Applications. Download zip file.)
7. Copy of State Certification.

It is the applicant's responsibility to gather **all of the above in one packet**, and forward it to the Office of Catholic Education, Elementary Division. Please understand that incomplete documents are of no value to us in the approval process, therefore, they will not be processed.

When all the above documents are received and reviewed, a letter will be mailed directly to you. Thank you for your interest.

Sincerely in Christ,

Bernadette Dougherty
Assistant Superintendent for Elementary Schools

Micah Sumner
Assistant Superintendent for Elementary Schools

PLEASE NOTE: Due to the high volume of applications, if you are not hired within a year of approval by the Office of Catholic Education, you will be required to resubmit **all** required documents with updated information for future positions.

PERSONAL BACKGROUND (Please circle your response to questions)

What is your religion? Catholic Non-Catholic

Are you a practicing Catholic? Yes No

Is there another Church other than your parish that we can contact for the purpose of a reference?

If so, please name: _____

If you are married, please state whether you are married in accordance with the laws of the Church.

Yes No

If employment is offered, can you submit a birth certificate, social security card, certificate of US citizenship or other verification of your legal right to work in the United States?

Yes No

Do you currently use illegal drugs? Yes No

Except for vacation and holidays, how many work days were you late or absent during the past calendar year? _____

Who recommended you to this office? _____

Have you ever been employed as a teacher in either the parish elementary or secondary schools of the Archdiocese of Philadelphia? _____ If so, please give schools and dates below.

Name of School and City

Date of Employment (month/year)

State the name under which you were employed: _____

GENERAL BACKGROUND

1. In answering these questions, you may omit minor traffic violations and offenses committed before your eighteenth (18th) birthday which were adjudicated in juvenile court or under a Youth Offender Law.

You must give complete answers to all questions. If you answer "YES" to any question, you must list **all** offenses, and for each conviction provide the date of conviction and disposition, regardless of the date or location of occurrence. Your answers will be verified with appropriate police records.

2. A **criminal offense** includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

3. A **conviction** is an adjudication of guilt (through the result of trial or entry of a guilty plea) before a court, a district justice or a magistrate which results in a fine, sentence (including suspended sentence) or probation.

EMPLOYMENT RECORD (Include Teaching)

Present or Most Recent Employer: May we contact your present employer? Yes No

Name: _____ From _____ To _____
 Address: _____ Name & Title of Supervisor: _____
 Position: _____ Reason for Leaving: _____

Employer Previous to No. 1

Name: _____ From _____ To _____
 Address: _____ Name & Title of Supervisor: _____
 Position: _____ Reason for Leaving: _____

Employer Previous to No 2

Name: _____ From _____ To _____
 Address: _____ Name & Title of Supervisor: _____
 Position: _____ Reason for Leaving: _____

REFERENCES

References should include superintendents, principals, pastors, or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the principal, pastor, and/or superintendent of the two most recent schools in which employed. Beginning teachers should include cooperating teachers and college supervisor. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

Name	Position	Address	Telephone

Applicant: *Please read carefully before signing.*

I certify that the information submitted by me in this application, on my resume and during my personal interview is true and complete to the best of my knowledge. I understand that any false information provided in this application, on my resume or during any personal interview may result in the denial of my application or, if I am employed, discharge at any time.

I agree that representatives of the Archdiocese of Philadelphia, Secretary for Catholic Education and Superintendent of Schools, may contact my previous employers, neighbors, friends, associates, and/or government agencies in order to obtain information regarding my prior job performance or my qualifications for employment, including information concerning my character, general reputation, personal characteristics, mode of living, employment background, and public record history. I release the Archdiocese of Philadelphia, the Secretary for Catholic Education and Superintendent of Schools, and his representatives, as well as all parties contacted by them from any and all liability whatsoever concerning information supplied to the Archdiocese of Philadelphia, the Secretary for Catholic Education and Superintendent of Schools, and their representatives.

My understanding of the above is indicated by my signature below.

Name: _____ Dated: _____