

APPENDIX I

**DIOCESE OF OWENSBORO  
CATHOLIC SCHOOL EMPLOYMENT APPLICATION**



Date of application \_\_\_\_\_

**SECTION 1. PERSONAL DATA**

CHECK TITLE: \_\_\_\_\_ Ms. \_\_\_\_\_ Sister  
 \_\_\_\_\_ Mr. \_\_\_\_\_ Brother  
 \_\_\_\_\_ Dr. \_\_\_\_\_ Rev. (Diocesan)  
 \_\_\_\_\_ Rev. (Religious)

\_\_\_\_\_  
 Last name                                      first                                      middle                                      Social security number

\_\_\_\_\_  
 Full name of religious community and initials (if applicable)                                      City and state of provincialate

\_\_\_\_\_  
 Home address: no., street, city, state, zip                                      Home phone

\_\_\_\_\_  
 Work address: school/firm, no., street, city, state, zip                                      Work phone

Birth: \_\_\_\_\_  
           Month/day/year                                      State/country

Religion: \_\_\_\_\_  
 (Religion is a bonafide requirement and information solicited meets requirements of Federal law)

Parish/Church: \_\_\_\_\_ Pastor: \_\_\_\_\_

**SECTION 2. EDUCATIONAL BACKGROUND**

TYPE OF SCHOOL	NAME OF SCHOOL	CITY AND STATE	DATES ATTENDED	DEGREE EARNED	DATE DEGREE GRANTED

**PRACTICE TEACHING:**

School	address, city, state, zip	date	grade/subject
School	address, city, state, zip	date	grade/subject

**CERTIFICATION:**

State/agency	type	area	cert. no.	date issued	expiration
State/agency	type	area	cert. no.	date issued	expiration

List major workshops, seminars, internships, grants, summer programs in which you have participated in the last five years and which are normally part of a degree program. (Do not include conventions, single meetings, etc.)

Program-place	sponsor	date	field
Program-place	sponsor	date	field

Please list all of your teacher association and other professional association memberships:

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**SECTION 3. PRESENT EDUCATIONAL ASSIGNMENT AND EXTRA-CURRICULAR INVOLVEMENT**

School where presently employed	position(s) held		
Street and no.	city and state	zip	grade(s) taught
Subject taught if departmentalized	total # of students taught this year	hrs. spent in teaching weekly	

Hours spend in other school-related (not preparation) tasks. Specify.

If your present teaching situation is unique (e.g., team teaching), please explain:

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Please circle any of these extra-curricular activities in which you are engaged as a part of your present assignment or as an extension of it: sports, dramatics, music, forensics, school paper/yearbook, community programs, other.

Specify and give details of your participation here: \_\_\_\_\_

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Enter below any formally organized out-of-school religious education programs, for either children or adults, in which you assist:

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Name of parish or school \_\_\_\_\_

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Grade level \_\_\_\_\_ hours per week \_\_\_\_\_ number of students \_\_\_\_\_

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COMMENTS: \_\_\_\_\_

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**SECTION 4. PREVIOUS EXPERIENCE**

POSITIONS IN EDUCATIONAL INSTITUTIONS. List all prior educational employment below. Put the most recent first.

CITY AND STATE	SCHOOL	YOUR TITLE	GRADE OR SUBJECT	FROM MO/YR	TO MO/YR

**OTHER EXPERIENCE**

EMPLOYER AND ADDRESS	NATURE OF EXPERIENCE	FROM MO/YR	TO MO/YR

**SECTION 5. APPLICANT DATA**

List all positions which you are qualified to hold and wish to be considered for, in order of preference.

GRADE LEVEL	SUBJECT OR SPECIALTY	INDICATE FULL-TIME, PART-TIME, OR SUBSTITUTE AVAILABILITY

I have the following preference as to school or location in which to teach:

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REFERENCES: (3 persons able to give information about your qualifications for the position for which you are applying.)

NAME	ADDRESS/PHONE	OFFICIAL POSITION

How soon will you be available? \_\_\_\_\_ How long will you be available (final date) \_\_\_\_\_

If under contract, when are you required to sign next year's contract? \_\_\_\_\_  
Reasons for leaving your present (or most recent) employment:

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If you have placement papers on file with a placement bureau or college placement office, give its full name and address:

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**For this type of employment, the Diocese of Owensboro requires a criminal history background check and Safe Environment training as a condition for employment/volunteering. Prior to beginning work, (1) the criminal history background check and Safe Environment Online Training must be completed, and (2) a physical examination, which shall include a Tuberculosis Risk Assessment and any subsequent treatment (if directed), is completed at the applicant's expense.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

Please enclose the following with application: (1) Most recent college transcript  
(2) Valid teaching certificate