



DIOCESE OF MONTEREY
Department of Catholic Schools

831-373-1608
FAX 831-373-0173

schools@dioceseofmonterey.org
www.dioceseofmonterey.org

Dear Teacher Applicant:

Thank you for your interest in teaching opportunities in the Diocese of Monterey.

Please go to www.dioceseofmonterey.org for the listing of Catholic schools in the Diocese of Monterey and contact the individual school directly about possible openings.

The application, selection and hiring process of school employees is conducted by the School Principal as follows ⇒

- St. Francis High School, Palma School, Salesian Elementary and Junior High School, Moreland Notre Dame School, and Santa Catalina provide their own application materials.
- The following materials are to be used for applying to all the other Catholic schools:
 - “Basic Requirements for Teachers in Catholic Schools of the Diocese of Monterey” (attached)
 - “Teacher Application” (for Preschool through Grade 12) (attached)
 - You may copy the application to apply to more than one school, provided the application form submitted to each school bears your original signature. The “Leadership Self-Analysis” and the “Application Verification & Release Form” are included in the Teacher Application.
 - “Applicant Verification & Release Form.”
 - Please complete the box at the top of the first page, and reproduce three (3) copies.
 - Submit the following items directly to the School Principal(s):
 - completed “Teacher Application”
 - three (3) letters of reference
 - three (3) signed “Applicant Verification & Release Forms”
 - additional information requested by the School (refer to job opening announcement or contact Principal)

Again, thank you for your interest.

Christ’s peace and joy surround you,

Kathleen Radecke
Superintendent
Diocese of Monterey

4-1-2015

BASIC REQUIREMENTS FOR TEACHERS IN CATHOLIC SCHOOLS OF THE DIOCESE OF MONTEREY



The teacher applicant shall:

- Be willing to teach in accordance with the doctrine of the Catholic Church
- Be dedicated to the interest of all children—their intellectual as well as their spiritual and moral development
- Be willing to serve as a model in accordance with the “Expectations of a Teacher Working in Catholic Schools” (see Leadership Self-Analysis on application form)
- Have completed a BS or BA degree from a recognized college or university
- [Preschool] Have the required ECE units
- Adhere to the minimum requirements for Catechist Certification as set forth by the Diocese of Monterey
- [Elementary School] Hold a valid California Teaching Credential or its equivalent from another state
- [Secondary School] Hold a valid California Teaching Credential or its equivalent from another state; or have an advanced degree in the field of teaching
- [Preschool through Secondary School] Be a Catholic if a teacher of religion (one who teaches in a self-contained classroom or who teaches any aspect of religious formation, belief, practice, history or any related subject)
- Be proficient in educational technology, including Microsoft Office Suite, and have a willingness to integrate new technology into the curriculum
- Establish a complete file, including:
 1. Completed application (includes Leadership Self-Analysis)
 2. Official transcript(s) of college and university work completed, including degree(s) -- production of the original issued by the college/university is required
 3. Verification of currently valid credential(s)
 4. College placement folder (if one has been opened)
 5. Employment Verification and Release Forms
 6. Personal references
 7. Evidence of freedom from active tuberculosis (TB). If this application is being submitted for first-time employment as a teacher in California, California law requires that applicant be examined for tuberculosis within 60 days before hire. If this is not the first employment as a teacher, the law requires a tuberculosis examination every four years. In either case, documentation of applicant’s most recent TB exam is necessary to complete application file
- Meet all diocesan employment and professional requirements, as well as all applicable state and federal laws and regulations relating to employment
- Before applicant may begin employment – applicant must comply with Diocese of Monterey preschool and K-12 fingerprinting requirements even if applicant possesses a valid California teaching credential or was previously fingerprinted for other employment or for volunteer service, applicant must satisfactorily complete the criminal records check through the State of California (which includes a check by the Federal Bureau of Investigation and, for preschools, the Child Abuse Index)
- Before applicant may begin employment – applicant must complete Diocese of Monterey Safe Environment Program requirements, including “Shield the Vulnerable” training and must provide the Principal with the certificate for completing such training
- Pursuant to the Immigration Reform and Control Act, after employment, persons are required to submit information for Employment Eligibility Verification (Form I-9). The I-9 will be processed at the individual school site
- Establish qualifications in an interview with the School Administrator.

The interview-selection-hiring process is the responsibility of the School Principal and, in the case of a parochial school, in consultation with the Pastor and (if applicable) the Canonical Administrator.



DIOCESE OF MONTEREY

TEACHER APPLICATION (Preschool –Grade 12)

The Catholic Schools and Preschools of the Diocese of Monterey do not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin. It is the policy of the Diocese of Monterey to promote equal opportunity in any and all employment decisions. The Diocese reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

Please respond completely and accurately. Official transcripts from all institutions of higher learning attended must also be submitted directly to the school.

I. PERSONAL INFORMATION: (Please type or print)

Date: Social Security Number:

Name: Last First Middle Religious Community (if applicable)

Current Address: Street City State Zip

Permanent Address Street City State Zip

Home Phone: Cell Phone: Business Phone:

Fax Number: Email:

Religious Affiliation: Parish: Date Available for Employment:

Have you ever been employed by the Diocese of Monterey? If so, Where? From To

Have you ever volunteered for the Diocese of Monterey? If so, Where? From To

Can you perform the essential functions required for the teacher's position with or without reasonable accommodation? Yes No

Can you, after employment, submit verification of your U.S. citizenship or proof of your legal right to live and work in the United States? Yes No

Do you have knowledge of Catholic doctrine? Yes No

Are you willing to teach and administer according to Catholic doctrine and uphold Catholic Church teachings? Yes No

Do you understand that policies of the Diocese of Monterey require you to undergo a criminal record summary even if you possess a valid California teaching credential? Yes No

Have you ever been convicted of a felony (excluding any sealed or expunged convictions)? If yes, attach full explanation (conviction will not necessarily disqualify applicant from employment). Yes No

If you are currently employed, may we contact your present employer to confirm your employment record? Yes No

II. EMPLOYMENT AND TEACHING PREFERENCES

Employment (Mark 1st to 3rd Choices)

Full-time Part-time Substitute

Grade Level (Mark CREDENTIAL areas)

Preschool Primary (K-2) Intermediate (3-5) Junior High (6-8) Secondary (9-12)

Other Subjects/Areas

Other subjects/areas you are willing to teach, direct, coach:



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**TEACHER APPLICATION
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III. PROFESSIONAL/EDUCATIONAL INFORMATION

INSTITUTIONS OF HIGHER LEARNING ATTENDED (List most recent first - send official transcripts *directly* to School)

College/University (Name)	Location (City/State)	Attendance (From-To)	Credits (Semester Hours)	Credits (Quarter Hours)

DEGREES ATTAINED/ECE CREDITS (List most recent first)

Degree	Date	College/University	Major	Minor

TEACHING EXPERIENCE (List most recent first)

Dates (From-To)	Full-Time or Part-Time	School (City/State)	Supervisor (Name/Phone)	Reason for Leaving

OTHER (NON-TEACHING) EMPLOYMENT (List most recent first)

Dates (From-To)	Full-Time or Part-Time	Employer (Name/Address)	Supervisor (Name/Phone)	Position & Duties	Reason for Leaving



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**TEACHER APPLICATION
(Preschool –Grade 12)**

TEACHING AND ADMINISTRATIVE CREDENTIALS

Document Title	State of Issuance	Issuance Date	Expiration Date

If you respond yes to any of the following four questions, please attach an explanation.

- | | | |
|---|------------------------------|-----------------------------|
| If no California credential is listed, are you eligible for one? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever had a credential denied, suspended, or revoked? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever left a regular teaching or administrative position during the year? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been suspended, dismissed or asked to resign a teaching or administrative position? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

PROFESSIONAL REFERENCES

List full name, address, city, state and telephone number of at least three references – persons not related to you who have knowledge of your work performance. If you have had administrative and teaching experience, name the immediate supervisor(s) with whom you have worked within the last eight years.

Name	Address (City/State)	Phone Numbers	Position	Years Associated

Please carefully read the following statements and initial that you understand and acknowledge each one:

1. _____ If I am offered employment, I will as a condition of employment, be required to submit proof of my identity and legal right to work in the United States.
2. _____ I understand that any false statement, misrepresentation, or omission of facts on this application or any supporting documents, regardless of when discovered to be false, may be grounds for rejection of this application or my immediate dismissal if I am employed.
3. _____ I understand that I will be required to possess a current and valid California driver’s license if my position requires me to drive in the course of my work.
4. _____ I understand that, if I am offered employment, it will be offered on the condition that tenure is not granted by the Diocese of Monterey and upon expiration or termination of the Employment [Teacher] Agreement for any reason, I shall have no right to employment or preferential treatment regarding employment at any other Diocesan School; and there is no implied duty by me or the School to renew the Employment [Teacher] Agreement, and no cause whatsoever is required by either party for non-renewal.
5. _____ I authorize investigation of all statements contained in this application and any supporting documents. I authorize the Diocese of Monterey to investigate my past and present employment, character, education, military, and criminal background, and to secure any and all information which may be pertinent to my employment qualifications from former employers, educational institutions, government agencies and/or any references I have provided, and for those parties to provide information concerning my experience. I hereby release all parties from any liability arising from such investigation.

Signature of Applicant

Date



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TEACHER APPLICATION (Preschool –Grade 12)

LEADERSHIP SELF-ANALYSIS

The following are the “Expectations of a Teacher Working in Catholic Schools”:

- ❖ understands and accepts the fact that the schools are operated in accordance with the philosophy of Catholic education.
- ❖ accepts and supports the ongoing building and living of a Faith Community, not simply as a concept to be taught, but as a reality to be lived in worship, service, and interpersonal relationships.
- ❖ has an overall knowledge of the goals of the entire school program and can relate his/her specific expertise to these goals.
- ❖ reflects in his/her personal and professional life a commitment to Gospel values and Christian tradition.
- ❖ acknowledges that faith commitment is a free gift of God that is both relational and intellectual.
- ❖ accepts the responsibility for providing an atmosphere for fostering the development of a faith commitment by the students.
- ❖ recognizes and respects the primary role of the parents in the education of their children.
- ❖ relates to the students in an adult Christian manner and contributes to the student's sense of self-worth as a Christian person.
- ❖ fosters the apostolic consciousness of students by encouraging them to join in experiential learning activities that give witness to Christian justice and love.

As part of the application process, teacher candidates are asked to submit written responses to the following:

- Describe your basic “philosophy” of teaching. What are the beliefs that guide your actions as a teacher?
- Why do you wish to teach in a Catholic School?
- What purpose(s) do you feel Catholic Schools fulfill?
- What is the contribution you can personally make to a school’s goals?

Submit your written responses with the completed teacher application form to the school.

Applicants are responsible for notifying the school when they accept a position or when, for some reason, they wish their application withdrawn from the active file.

The application, if properly completed, will be kept for two school years. If, for any reason, the applicant is not hired by that date and still wishes to be considered for a position, a written request must be made to keep the application on file. When the applicant signs a Teacher Agreement, the completed file becomes the property of the employing school.



**APPLICANT
VERIFICATION AND RELEASE FORM**

First Name	Middle Name	Last Name	
Address	City	State	Zip Code

To: Name: _____
 Organization: _____
 Address: _____
 Telephone: _____
 Fax: _____ E-mail: _____



The above referenced individual is being considered for a teaching position in the Diocese of Monterey. This applicant has provided us with written authorization to thoroughly investigate all references listed on his/her application for employment. Therefore, you are authorized to disclose to us all letters, reports and other information related to his/her work records. A copy of that authorization will be faxed or mailed to you at your request. We thank you in advance for your cooperation in returning this form as soon as possible.

Dates of employment: _____

Position held: _____

Duties: _____

Starting & ending salary: _____

Would you rehire this applicant? Yes No If no, why? _____

Applicant's reliability: _____

Tendency to engage in violent conduct: Yes Explain: _____
 _____ No

Any instances of dishonesty? _____

Any instances of insubordination? _____

Reasons for terminating employment? _____

Additional comments: _____



APPLICANT VERIFICATION AND RELEASE FORM

Please check (√) applicable column:

Table with 7 columns: Personal Characteristics, Outstanding, Very Good, Good, Fair, Poor, Unable to Evaluate. Rows include Moral character, Judgment, Loyalty, Initiative, Dress & Appearance.

Table with 7 columns: Religious Involvement, Outstanding, Very Good, Good, Fair, Poor, Unable to Evaluate. Rows include Knowledge of Roman Catholic doctrine, Religious attitude, Religious practice, Parish participation.

Table with 7 columns: Professional Competence, Outstanding, Very Good, Good, Fair, Poor, Unable to Evaluate. Rows include Academic preparation, Teaching experience, Organizational ability, Ability to maintain discipline, Leadership, Staff relations, Student relations, Public relations, Continuing academic development, Proficiency in curriculum.

What is your overall evaluation of the applicant’s suitability for the position of teacher?

- Outstanding, Very Good, Good, Fair, Poor (checkboxes)

Do you know any reason the applicant should not hold a position of responsibility as teacher in a Catholic School?

Yes Explain: _____ No [checkbox]

Your Name (Print): _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Numbers: Day: _____ Evening: _____ Cell: _____

Your relationship to applicant: _____ [Dates] From: _____ To: _____

Signature: _____ Dated: _____

Please send this completed verification form directly to:

Principal School Address, City, State, Zip

Fax Number: _____