

**Archdiocese of Los Angeles
Department of Catholic Schools
Employment Application - Teaching Staff**

PROFESSIONAL STAFF APPLICATION PROCESS ELEMENTARY and SECONDARY SCHOOLS
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HOW TO APPLY FOR A TEACHING POSITION

- To view the current school teaching opportunities:
 1. Go to <http://lacatholicschools.org/jobs>
 2. Click on the job category (in the middle)
- Download *Professional (Teaching) Staff Application/Instructions for Elementary and Secondary Schools* from the Archdiocesan website.
- Complete all the information on the application. Sign and date the back of the form.
- Send the application and your resume to the school advertising the position. Teachers are hired by direct contact with the school principal, who employs the faculty for his/her own school.
- All of the schools are listed on the website.
- The *List of Secondary Schools* and the *List of Elementary Schools* may be downloaded.
- **Do not** send the application to the Department of Catholic Schools.
- **Exception:** If you are interested in teaching for the Religion Department of a high school, you must also submit a copy of the application to Sister Angela Hallahan, C.H.F., Director of Religion Certification, Department of Catholic Schools, 3424 Wilshire Blvd., Los Angeles, CA 90010. For more information, please contact Sr. Hallahan's office at 213-637-7324.

MINIMUM QUALIFICATIONS

A Bachelor's degree with a requirement to complete 15 semester units toward a Master's degree or teaching credential within the first four (4) years of employment, and then completion of the Masters or credential by the end of the seventh (7) year of employment.

Please note that nearly half of the high schools on the *List of Secondary Schools* are Private Catholic high schools. This means that their minimum qualifications and salary scales may differ from those of the Archdiocesan high schools.

QUESTIONS

Please contact: Secondary Schools - Bernadette Bullock at 213-637-7701

Elementary Schools - Aura Gonzalez at 213-637-7300

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Department Of Catholic Schools
3424 Wilshire Blvd. 7th Floor
Los Angeles, CA 90010-2241



(213) 637-7300
<http://www.lacatholicschools.org/jobs>

PERSONAL INFORMATION

FIRST NAME	MIDDLE	LAST
ADDRESS	CITY	STATE/ ZIP
HOME PHONE	WORK PHONE	CELL PHONE
EMAIL ADDRESS	YEARS OF TEACHING	YEARS OF ADMINISTRATION
HIGHEST DEGREE	CREDENTIAL: _____ CALIFORNIA _____ OTHER	CREDENTIAL TYPE(s): _____ TEACHING _____ ADMINISTRATION
OTHER NAME(s) NEEDED TO IDENTIFY RECORDS	SOCIAL SECURITY #	RELIGION

UNDERGRADUATE AND GRADUATE EDUCATION (LIST MOST RECENT EDUCATION FIRST)

COLLEGE/ UNIVERSITY	CITY	STATE
MAJOR	MINOR	DEGREE
COLLEGE/ UNIVERSITY	CITY	STATE
MAJOR	MINOR	DEGREE
COLLEGE/ UNIVERSITY	CITY	STATE
MAJOR	MINOR	DEGREE

RELIGIOUS/CHARACTER REFERENCES

NAME (Pastor/priest of Parish where you are currently a parishioner)	PARISH	PHONE #
NAME (Other character reference)	PARISH	PHONE #

PROFESSIONAL REFERENCES

NAME	RELATIONSHIP	POSITION	PHONE #
NAME	RELATIONSHIP	POSITION	PHONE #

TEACHING PREFERENCES

EMPLOYMENT (X)		GRADE (X)		LOCATION (X)	
FULL TIME		HIGH SCHOOL		WILL RELOCATE	
PART TIME		JUNIOR HIGH		WILL TRAVEL	
SUBSTITUTE		INTERMEDIATE		NEAR HOME	
		PRIMARY			
		PRESCHOOL			

SUBJECT (X)

RELIGION		READING LANGUAGE ARTS ENGLISH		MATHEMATICS	
SOCIAL STUDIES HISTORY ECONOMICS		TECHNOLOGY COMPUTER STUDIES		SCIENCE	
MUSIC		ART		PHYSICAL EDUCATION	
FOREIGN LANGUAGE (list below)		DANCE		HEALTH	

MOST RECENT TEACHING/WORK EXPERIENCE (If not applicable, list the supervisor of your student teaching)

SCHOOL/INSTITUTION/COMPANY	PHONE
ADDRESS	CITY
STATE	ZIP
POSITION HELD	WORK SCHEDULE ___ FULL TIME ___ PART TIME
FROM	TO
PRINCIPAL/SUPERVISOR	PHONE NUMBER
PASTOR (of Parish where you are employed)	PHONE NUMBER

PREVIOUS EMPLOYMENT

On an attachment, identify all prior employers in chronological order.

1. Include in your resume all previous employment by the Archdiocese of Los Angeles and/or any of its entities, including schools and parishes.
2. Account for all periods of unemployment (if due to illness or disability, you need not identify the nature of the illness or disability).

3. Include the following information about each position:

- School/parish/institution/company
- Address
- Contact information
- Name of pastor, principal, or supervisor
- Job(s) held
- Salary/wage
- Dates of service or length of employment
- Reason for leaving

May we contact your prior employer(s): Yes _____ No _____

Are you a Roman Catholic, active in the sacramental life of the church?	yes ()	<input type="radio"/> no ()
Are you willing to maintain, by word and actions, a position of role model and witness to the Gospel of Christ that is in conformity with the teachings, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Ordinary of the Archdiocese of Los Angeles?	yes ()	<input type="radio"/> no ()
Can you supply official transcripts and/or certificates verifying all degrees and/or credentials claimed on this application?	yes ()	<input type="radio"/> no ()
Are you able to perform the essential functions of a teacher’s job with or without reasonable accommodations? If your answer is no, describe on an attachment the functions you cannot perform without reasonable accommodation.	yes ()	<input type="radio"/> no ()
Do you have a reliable means of transportation to get to the School?	yes ()	<input type="radio"/> no ()
Do you have any friends or relatives who work for Archdiocese?	yes ()	<input type="radio"/> no ()

Have you ever had a teaching or administrative credential denied, suspended, or revoked?	<input type="radio"/> yes ()	<input type="radio"/> no ()
Have you ever failed or refused to fulfill an employment agreement with any school?	<input type="radio"/> yes ()	<input type="radio"/> no ()
Have you ever, for any reason, been suspended, dismissed, or asked to resign a teaching or administrative position?	<input type="radio"/> yes ()	<input type="radio"/> no ()
Are you currently under contract at another school for the next school year?	<input type="radio"/> yes ()	<input type="radio"/> no ()
Have you ever been convicted of a crime other than a minor traffic violation(s)? If yes, identify the nature of the crime, when and where you were convicted, the case number and disposition of the case on an attachment.	<input type="radio"/> yes ()	<input type="radio"/> no ()
Are you currently out on bail? If yes, identify the nature of the charge, when and where you were charged, and the case number on an attachment.	<input type="radio"/> yes ()	<input type="radio"/> no ()

(Conviction is not automatically a bar to employment. Each case is considered on its own merits).

Do you speak any languages other than English? yes () no ()

If yes, identify language and skill level (read and/or write):

Language: _____ Skill Level: Basic ____ Intermediate ____ Advanced ____

Language: _____ Skill Level: Basic ____ Intermediate ____ Advanced ____

Why I want to work at the school:

PLEASE READ CAREFULLY BEFORE SIGNING

I understand that:

- The Archdiocese is exempt from the State Unemployment and State Disability programs.
- I must, as a condition of employment, submit proof of my legal right to live and work in the United States in accordance with the Immigration Act of 1986.
- I cannot be hired until the school receives a **CRIMINAL RECORD SUMMARY** from the California Department of Justice.
- Prior to employment, I must present a certificate showing that I have been examined (Mantoux skin test) within the last sixty (60) days and found to be free of communicable tuberculosis.

STATEMENT OF AUTHORIZATION

I hereby give permission to make inquiries of former employers and professional references concerning my general character and professional performance. I hereby authorize the employers and professional references to give full and complete information as may be requested. I further agree that the information will not be disclosed to me, but will be treated as confidential, and I waive my right to see this information.

DECLARATION OF VERACITY

The facts set forth in this employment application, resume, and supporting documentation are true and complete, and I grant permission to investigate them and to contact all employers to investigate them except where explicitly indicated by me. I understand that, if employed, false statements on this application, resume or supporting documents shall be considered sufficient cause for dismissal.

Signature of Applicant

Date