

OFFICE OF CATHOLIC SCHOOLS
Catholic Diocese of Peoria
419 N.E. Madison Ave
Peoria, Illinois 61603
(309) 671-1550

TEACHER APPLICATION FORM

PERSONAL INFORMATION:

NAME _____

OTHER NAME UNDER WHICH EMPLOYMENT/ACADEMIC RECORDS MAY BE LISTED:

ADDRESS _____
 (Number, Street)

 (City, Street, Zip)

E-Mail Address _____

Home Telephone _____

Cell Telephone _____

ELIGIBLE TO WORK IN THE U.S.? _____

APPLICATION FOR: ELEMENTARY SECONDARY

RELIGION _____

PASTOR _____

PARISH/CONGREGATION _____

CITY/STATE _____

When would you be available for a teaching position?
 Are you also interested in substitute teaching?

How did you learn of this application process?

EDUCATION:

COLLEGE/UNIVERSITY ATTENDED:

Name of School	City/State	Dates Attended	
Year of Graduation	Degree	Major	Minor
Name of School	City/State	Dates Attended	
Year of Graduation	Degree	Major	Minor
Name of School	City/State	Dates Attended	
Year of Graduation	Degree	Major	Minor
Name of School	City/State	Dates Attended	
Year of Graduation	Degree	Major	Minor

Are you currently doing graduate work? _____

Pursuing a Masters Degree? _____

Supervised Student Teaching: Elementary _____ Secondary _____ Number of Weeks _____ College/University _____

Name of Supervising Teacher & School _____

Are you certified/licensed as a teacher? _____ State _____
 Number _____

Type of Certificate/License _____
 Expiration Date _____

Subjects/Grades Qualified to Teach:

1. _____
 2. _____
 3. _____
 4. _____

EDUCATIONAL EXPERIENCE:

List most recent first. If you were the principal of a school, list the name of person to whom you were directly responsible.

School	City/State	Position	Grades/Subjects Taught
Dates	Salary		Principal's Name/Phone
School	City/State	Position	Grades/Subjects Taught
Dates	Salary		Principal's Name/Phone
School	City/State	Position	Grades/Subjects Taught
Dates	Salary		Principal's Name/Phone
School	City/State	Position	Grades/Subjects Taught
Dates	Salary		Principal's Name/Phone
School	City/State	Position	Grades/Subjects Taught
Dates	Salary		Principal's Name/Phone

Places of Employment Not in Education: (List most recent first.)

Institution	City/State	Dates	Supervisor's Name/Phone
	Salary		
Institution	City/State	Dates	Supervisor's Name/Phone
	Salary		
Institution	City/State	Dates	Supervisor's Name/Phone
	Salary		
Institution	City/State	Dates	Supervisor's Name/Phone
	Salary		

REFERENCES:

List the individuals whom you will ask to submit recommendations: Pastor, employer, colleague. References should have knowledge of your professional preparation and experience.

Name	Address	City/State	Phone

Have you been convicted of a crime involving moral turpitude or any other criminal act which would disqualify you for a position in education? (Check [X] one.) YES NO
 If yes, explain. _____

LIST PREFERRED REGION[S] AND/OR SCHOOL[S] WITHIN THE CATHOLIC DIOCESE OF PEORIA _____

- Region 1: Chillicothe, Kickapoo, Metamora, Morton, Pekin, Peoria, Peoria Heights, Washington
- Region 2: Bloomington, Champaign, Danville, Lincoln, Normal, Philo, Rantoul
- Region 3: LaSalle, Mendota, Odell, Oglesby, Ottawa, Peru, Pontiac, Streator
- Region 4: East Moline, Galesburg, Geneseo, Kewanee, Macomb, Moline, Monmouth, Nauvoo, Rock Island

"What makes the Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the Gospel spirit of freedom and love....It tries to relate all of human culture to the goodness of salvation so that the light of faith will illumine everything that the students will gradually come to learn about the world, about life, and about the human person" (Second Vatican Council, Declaration on Christian Education).

Schools in the Catholic Diocese of Peoria advocate and promote a Catholic philosophy of life, attempt to create a Catholic atmosphere in the schools, and teach a Catholic value system. All teachers are expected to participate in creating and maintaining a Catholic atmosphere and in promoting Catholic values.

Are you willing to accept these expectations and do you feel capable of functioning effectively in this situation? (Check [X] one.) YES NO

Roman Catholic teachers must be in good standing with the Church: E.G., Roman Catholic teachers not married according to the laws of the Roman Catholic Church are not eligible to teach in a Catholic school; likewise, persons baptized in the Roman Catholic Church who are now members of another church are not eligible to teach in a Catholic school. All teachers are expected to live a lifestyle consistent with the teachings of the Roman Catholic Church. Therefore, all paid employees are required to sign the Catholic Diocese of Peoria's Witness Statement.

It is the policy of the Catholic Diocese of Peoria (and also required by Illinois law) that all individuals offered employment in a Catholic school in the Catholic Diocese of Peoria will be required to successfully complete a state and national criminal background check. The background check must be initiated prior to or within one week of receiving a conditional offer of employment. If the criminal background check identifies the existence of any disqualifying information as determined by the Catholic Diocese of Peoria, employment will be terminated immediately. Employment is at-will. In addition, all employees upon hiring are subject to drug screening, and then all employees during the time of their employment are subject both to random and reasonable suspicion drug screening. A hair sample must be submitted for each of these screenings. If the presence of an illegal substance is confirmed, the employee shall be subject to an immediate substance abuse evaluation and potential termination.

I certify that all information furnished on this application is true, accurate and complete to the best of my knowledge and that any falsification, omission, or misrepresentation of information by me will be sufficient cause for rejection of my application and/or termination of my employment.

I authorize the Office of Catholic Schools and any school considering me for employment to investigate all statements contained in this application, to contact the references and employers listed, except where specifically indicated to the contrary, and I release all employers, schools and other references listed on this application from any liability involved in providing this information.

I understand that I may be required to pass a physical examination. I further understand that as a condition of employment, I must provide proof of my legal right to live and work in the United States.

On a separate page, please write a paragraph on each of the following: Philosophy of Education; Reasons for Interest in a Teacher's Position in a Catholic School in this Diocese.

In employment practices, Catholic schools within the Catholic Diocese of Peoria do not discriminate on the basis of sex, race, color, nationality or ethnic origin, handicaps, age, or ancestry.

Please note that application documents are gathered for the exclusive use of the Office of Catholic Schools of the Catholic Diocese of Peoria, and pastors and principals of the schools in the diocese.

No application will be considered active unless it is complete and all required documents have been received. Neither completion of the application process nor consideration for a position is a guarantee of or a commitment to employment.

Signature of Applicant* Date

**If submitting the application electronically, your name typed here will serve as your signature.*

To e-mail your application to the Office of Catholic Schools:

1. Save on your computer as a **Word** document.
2. Return by email as an attached document to catholicsschools@cdop.org

06/19



Catholic Diocese of Peoria

WITNESS STATEMENT FOR THOSE WHO SERVE IN CATHOLIC EDUCATION

The mission of Jesus Christ and the Holy Spirit is the mission of the Catholic Church, to reveal God, the Father, Son and Holy Spirit to all people and to teach them about the fullness of His love. "Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world" (*GDC*). Catholic education shares in a special way in the Church's mission by proclaiming and witnessing Jesus Christ and His teachings.

Catholic education, which includes education, formation, and transformation, exists in order to evangelize. Two important elements that make up the process of evangelization are proclamation and witness. It is essential, therefore, that those who serve in Catholic education proclaim Jesus Christ, His life and ministry, present the Catholic faith in its fullness and be Christ's witness to the world.

Initially those being evangelized will be attracted to and listen to those who are good witnesses. "The Good News proclaimed by the witness of life sooner or later has to be proclaimed by the Word of Life" (*Evangelii Nuntiandi*). Some in Catholic education - religion teachers and educational leaders - are called to be explicit proclaimers of the Word. But all who serve in Catholic education are called to be witnesses to the life and teachings of Jesus Christ and the Catholic Church. Therefore, the following Witness Statement applies to all who serve in Catholic education.

All who serve in Catholic education in the school programs of the Catholic Diocese of Peoria will witness by their public behavior, actions and words, a life consistent with the teachings of the Catholic Church.

Only those persons who can support this Witness Statement are to be employed by pastors and principals in the Catholic Diocese of Peoria. All who serve in Catholic education in the Catholic Diocese of Peoria should be made aware that support of this Witness Statement must be reflected in their public behavior.

All who serve in Catholic education should:

- Believe in God.
- Believe in Jesus Christ.
- Engage in prayer.
- Respect ecclesiastical authority.
- Possess a knowledge of the Catholic Church.
- Not take a position contrary to the Catholic Church.
- Demonstrate a life consistent with the teachings of the Catholic Church.
- If Catholic, have not rejected the Catholic Church.
- Be active members of the Catholic Church, or of their own church if not Catholic.

The above is a thorough but not all-inclusive listing of the implications of this Witness Statement.

As a teacher, teacher aide, administrator, coach, and/or certified/licensed professional support personnel in a Catholic school in the Diocese of Peoria, I will support the Witness Statement and its implications.

Signed _____

Date _____