Diocese of Ogdensburg Department of Education Catholic Schools Application for Teaching

Date

General Note to Applicants:

The use of this application form by the Catholic School of the Diocese of Ogdensburg in no way indicates that employment is offered or necessarily will be offered. Eligible applicants may be offered employment by the local school entity, which is the employer of record.

INSTRUCTIONS TO THE APPLICANT:

- 1. Complete this application in your own handwriting or printing: **DO NOT TYPE**
- 2. Read carefully the statement on the last page. Sign and return the application to the Catholic School of application
- 3. To complete the application process: a letter of application, resume, letters of recommendation (see attached), a copy of your certification and transcripts.
- 4. If you are a recent graduate, your placement file can be submitted.
- 5. If possible, submit a Pastor's Reference Form (see attached).

PLEASE PRINT:

NAME						
Last	First	Maiden Name				
ADDRESS						
Street and Nu	mber	City	State	Zip		
TELEPHONE		SOCIAL SE	CURITY NUMBER	R/		
RELIGION	CHUI	CHURCH OF ATTENDANCE				
CITIZENSHIP:CIT			Yes	_No		
DATE YOU ARE AVAILABL	E FOR EMPLOYMENT:					
I am interested in teaching the f	ollowing: (Check all areas of i	nterest)				
Secondary (7-12)	Sp	ecify Subject	ct			
ElementaryPre-K	K-3 4-6 Specify St	ubject Area((s)			

Type of School	Name of School	City and State Degree Earned		Dates Attended		Dates Attended		Date Degree Granted	
High School									
College									
Or									
University									
Other									
ERTIFICATION ease provide us with	h a copy of any cer	tificate or license	you have earned.						
Subject /Cer	tification Area and Stat	e of Origin	TYPE		EFFECTI DATE		EXPIRA DA		
	NY OTHER		☐ Permanent Provisional	□ □ Initial	21112				
	NY OTHER		☐ Permanent Provisional						
	□ NY □ OTHER		☐ Permanent Provisional	□ □ Initial					
	NY OTHER		☐ Permanent Provisional						
ENERAL INFOR	MATION					·			
 Month, day, a If yes, where? 	nd year available fo	or employment	Are you under	contract?	-	N	No	_Ye	
	nployed, why do yo act, can you be rele					N	No	Ye	
	ontract, have you ev				ol				
6. If yes, give sc	hool and date(s)				-				
	r been refused tenur r had a certificate o						No	Ye Ye	
	r been discharged o						10	1e Ye	
	r been convicted of		minor traffic viola	tion?	-		No	Ye	
			(If yes, explain be	10W <i>)</i>					

rela tea vie	ated to your desire to teach i ch in a Catholic school, (2)	n a Catholic school what special skills a s and values in relat	In the space below please describe your value of the Diocese of Ogdensburg, indicating (1) and competencies you bring to a Catholic school to teaching in a Catholic school. (If you)	why you wish to ool, (3) how you
It i	EFERENCES s the applicant's responsibile order to be considered for en		wing information provided to the Catholic Sci	hool of application
	last employer if not cur B. Unless included in place principals and/or superi years. If experience was experience. Applicants	rently employed. ement file, applican intendents from all c as not within the pas who are beginning udent teaching supe	es must be provided including current employ ts with work experience must provide recommendated educational work experiences with three years, provide references from the last teachers registered with a college placement of tryisor(s) and cooperating teacher(s) in the pla	mendations from in the past three contracted office must include
-	Name of Reference	Position/ Relationship	Mailing Address	Phone Number
-				

GUIDING PRINCIPLES FOR TEACHERS IN CATHOLIC SCHOOLS

Education is one of the most important missions of the Church. All Catholic School educators continue to share in the mission of the Church, "making faith become living, conscious, and active through the light of instruction." (To Teach as Jesus Did) "The Catholic school is the unique setting within which this ideal can be realized. Indeed, Catholic Schools are the most effective means available to the Church for the education of children and young people." (Sharing Light of Faith)

The success of our Catholic educational system depends up instruction. It also depends on the dedication and commitment	1 1 1
I have read the above guiding principles and agree that, if en Ogdensburg, I will teach and act in accordance therewith.	mployed by a Catholic School in the Diocese of
I understand that credentials filed in support of this applicat and/or the Department of Education and will not be returned	1 1 7
I further realize that any material omission or falsification of will result in its invalidation.	f information provided by me on this application
In connection with my application for employment, I hereby of Education of the Diocese of Ogdensburg, New York, to i companies, institutions, current and former employers and pelow to furnish information they may have concerning me	nvestigate my background. I authorize all persons who receive a reproduction of my signature
Signature Date	re

AUTHORIZATION FOR THE RELEASE OF INFORMATION STATEMENTS

RELEASE OF INFORMATION STATE	MENT	
(Applicant)		
I,	, authorize the	_to
Name	School	
	der to assess my eligibility for a position of employment, I mation relevant to this investigation to disclose it (includin	ıg
photocopies where requested) to	or their agents, and I releas	se all
	School	
-	disclosure. I understand that the investigation may includen, residential history, psychological makeup, criminal reco	
I authorize that a photocopy of my signat investigation. This is valid for a period of	ture below may be used to obtain information regarding f (1) year.	
Signature		
Date		

Pastor's Reference Form For Teacher Applicant

Name of Applicant	
Address	
Telephone	
To Pastor/Clergy:	
of Ogdensburg. Your signature on this form i	ed for a teaching position in the Catholic Schools of the Dioceso indicated that this applicant is known to you and is an actively ments you care to make will be appreciated and be kep
Name of Church	Date
Pastor's Signature	
Comments	

REFERENCE RESPONSE

Applicant's Name and Address:		Per	son Being Asked	as Reference:	
Name	_	Name			_
Address	_	Address			_
City	_	City			_
State & Zip	_	State & Zip			_
The above applicant has applied for a teaching name as one acquainted with his/her experienc regarding this applicant's integrity, ability to te information that is relevant to an application for PLEASE RATE THE APPLICANT BY	position in the Cathe and qualifications each, ability to relate or teaching in our sy	nolic School system. Would you pleate to students, admistern.	m of the Diocese se use the back of inistrators and peo	of Ogdensburg are this sheet to writers, together with	nd has given your te a statement
PROFESSIONAL QUALITIES	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Intellectual Ability					
General Knowledge					
Oral Expression					
Written Expression					
Knowledge of Technology					
Discipline					
Understanding of Children					
Interest in Professional Growth					
PERSONAL QUALITIES					
Character					
Perseverance					
Tact					
Health					
Emotional Maturity					
Working with Others					
Creativity					
Personal Appearance					
In what relationship have you known the Would you re-employ (or employ) the					
Date:	Signat	ture:			
	Presen	t Position:			

REFERENCE RESPONSE

Applicant's Name and Address:		Per	son Being Asked	as Reference:	
Name	_	Name			_
Address	_	Address			_
City	_	City			_
State & Zip	-	State & Zip			_
The above applicant has applied for a teaching name as one acquainted with his/her experience regarding this applicant's integrity, ability to te information that is relevant to an application for PLEASE RATE THE APPLICANT BY	e and qualifications each, ability to relat or teaching in our sy	. Would you please to students, admits stem.	se use the back of inistrators and peo	f this sheet to writers, together with	te a statement
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General Knowledge					
Oral Expression					
Written Expression					
Knowledge of Technology					
Discipline					
Understanding of Children					
Interest in Professional Growth					
PERSONAL QUALITIES					
Character					
Perseverance					
Tact					
Health					
Emotional Maturity					
Working with Others					
Creativity					
Personal Appearance					
In what relationship have you known the Would you re-employ (or employ) the					
Date:	Signa	ture:			
	Dragan	at Position:			

REFERENCE RESPONSE

Applicant's Name and Address:		Per	son Being Asked	as Reference:	
Name		Name			_
Address	_	Address			
City	_	City			_
State & Zip	_	State & Zip			_
The above applicant has applied for a teaching name as one acquainted with his/her experienc regarding this applicant's integrity, ability to te information that is relevant to an application for PLEASE RATE THE APPLICANT BY	e and qualifications each, ability to relate or teaching in our sy	. Would you please to students, admissrem.	se use the back of inistrators and peo	f this sheet to wri ers, together with	te a statement
PROFESSIONAL QUALITIES	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
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Tact					
Health					
Emotional Maturity					
Working with Others					
Creativity					
Personal Appearance					
In what relationship have you known the Would you re-employ (or employ) the					
Date:	Signat	ture:			
	Dragan	t Position:			