

Nolan Catholic High School

4501 Bridge Street

Fort Worth, Texas 76103-1198

817-457-2920

TEACHER APPLICATION EQUAL OPPORTUNITY EMPLOYER

PLEASE READ BEFORE COMPLETING THIS APPLICATION

The School/Parish/Diocese does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, sex, national origin, marital status, disability, age, or veteran status. By law, church organizations are exempt from the provisions prohibiting consideration of an individual's religious preferences in hiring or termination decisions. Additionally, in accordance with Canon Law, an individual's gender may be a determining factor for employment in the role of clergy or other pastoral positions. An individual's sex or religion cannot be a determining factor with regard to any other terms or conditions of employment. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required of the position for which you are applying.

PLEASE PRINT OR TYPE

NAME

Last

First

Middle

SOCIAL SECURITY NO. ____ / ____ / ____ DRIVER'S LICENSE NO. _____ STATE _____ APPLICATION DATE _____

PRESENT ADDRESS

Number and Street

Telephone

City and State

Zip Code

PERMANENT ADDRESS

Number and Street

Telephone

City and State

Zip

SPECIFIC EMPLOYMENT PREFERENCE:

____ COUNSELING ____ LIBRARIAN ____ ADMINISTRATION ____ TEACHER ____ COACH
____ MAINTENANCE ____ OFFICE ____ CAFETERIA ____ PARAPROFESSIONAL

LIST SUBJECT AREA: 1st PREFERENCE _____ COLLEGE HOURS _____
2nd PREFERENCE _____ COLLEGE HOURS _____

HAVE YOU PREVIOUSLY FILED AN APPLICAION WITH THE SCHOOL/PARISH/DIOCESE? YES NO

IF YES, GIVE DATE _____ POSITION FOR WHICH YOU APPLIED: _____

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? YES NO IF YES GIVE DATE _____

HAVE YOU EVER PLEADED GUILTY, OR BEEN CONVICTED OF A CRIMINAL OFFENSE? (see Convictions on insert) YES NO

IF YES, GIVE DATES AND CIRCUMSTANCES _____

ARE YOU EMPLOYED NOW? YES NO MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK? _____

ARE YOU AVAILABLE TO WORK: FULL-TIME PART-TIME SUBSTITUTE

EDUCATIONAL AND PROFESSIONAL TRAINING

Name and Location of Schools Attended (Beginning with last High School Attended)	Dates of Attendance (Years)	Degree Conferred or Number of Hours	Date of Degree

Grade Point Average: Bachelor's _____ Master's _____

STUDENT TEACHING

(Fill out if this is your first year to teach.)

YEAR COMPLETED: _____ SCHOOL DISTRICT: _____

SCHOOL: _____

Subjects or Grade Level	Name and Address of Supervising Principal and Cooperating Teacher(s)	Name of College Professor(s) Who Supervised Your Teaching
	1. _____	
	2. _____	
	3. _____	

College/University where your Placement File may be obtained: _____
 Have you requested that it be sent to us? _____

TEACHING EXPERIENCE

(Do not include student teaching or substitute teaching.)

Name and Location of School District	Grade or Subjects	Years Taught	No. of Years	Reasons for Leaving

Total Number of Years Experience: _____

EMPLOYMENT OTHER THAN TEACHING

From		To		Type of Work	Location City/State	Salary	Name and Address of Employer
Month	Year	Month	Year				

TEACHER CERTIFICATION INFORMATION

Certificate: _____ State Issuing Certificate: _____
 Date Issued: _____

Teaching Fields and Endorsements Listed on Certificate:

Elementary: (Area of Specialization)

Secondary: (Certified Teaching Fields)
 Semester

Hrs.

	/
	/
	/
	/

If you do not have a teaching certificate, when do you expect to receive it? _____

Indicate what foreign language(s) you speak, read, and/or write.

	FLUENTLY	GOOD	FAIR
SPEAK			
READ			
WRITE			

Give name, address, and telephone number of three character references who are not related to you and three professional references.

Character

Professional

1. Name: _____
 Address: _____
 Phone: _____ () _____
2. Name: _____
 Address: _____
 Phone: _____ () _____
3. Name: _____
 Address: _____
 Phone: _____ () _____

1. Name: _____
 Address: _____
 Phone: _____ () _____ Ext. _____
2. Name: _____
 Address: _____
 Phone: _____ () _____ Ext. _____
3. Name: _____
 Address: _____
 Phone: _____ () _____ Ext. _____

Describe any Specialized Training, Apprenticeship, Skills, Extra Curricular Activities, Interests and Talents.

HONORS RECEIVED:

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE USEFUL TO US IN CONSIDERING YOUR APPLICATION:

GENERAL INFORMATION

What is your parish affiliation _____

Are you 18 years of age, or over? YES NO

Are you authorized to work in the United States? YES NO
(If you are hired, you will be required to furnish proof of your employment eligibility.)

Are you presently under contract with any school district for the next school year? YES NO
If yes, expiration date of contract: _____

Why do you desire to leave your present position, or why did you leave your last position? (Question does not apply to those graduating this year) _____

Have you ever been asked to resign or failed to be re-employed in a teaching position? _____
If "yes", please list where and when: _____

If offered a position, would you agree to a physical examination by a physician of our selection? YES NO

Would you agree to a pre-employment and/or post-employment drug screening by a physician or clinic of our selection?
 YES NO Do you smoke? YES NO

List the names of relatives employed by the School/Parish/Diocese and their relationship to you:

List any questions you would like to have answered at the time of the interview:

AGREEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the school.

Signature of Applicant

Date

Please submit a complete transcript with this application. If you are hired an official transcript will be needed by the school.

DIOCESE OF FORT WORTH
PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by the School/Parish/Diocese. I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide this organization (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment.

In the event I am employed, I understand that all provisional employees are subject to termination at the discretion of the School/Parish/Diocese. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time, and, if I choose to give proper notice of termination, the School/Parish/Diocese may either permit me to continue my employment during the notice period or may accept my resignation immediately.

I understand that, in the event I am employed by the School/Parish/Diocese, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by the School/Parish/Diocese at the discretion of the School/Parish/Diocese.

I also understand that, if employed, any misrepresentation may be me in filling out this application shall be considered as sufficient cause for my dismissal without advance notice.

I authorize the School/Parish/Diocese to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

In the event of my employment, I will comply with all rules and regulations as set forth in the School/Parish/Diocese's Operations Manuals and Employee Handbook or other communications distributed to all employees.

I also understand that my employment may be conditional upon my satisfactorily passing a physical examination and/or drug screening, if one is requested, to be given by a physician or registered nurse selected by the School/Parish/Diocese.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

CONVICTIONS: A conviction does not automatically mean you will not be offered a job. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give all the facts, so that a fair decision can be made.

I have read the above statement and accept the same as a condition of my employment with the School/Parish/Diocese.

Signature of Applicant

Date