

Dear Teacher Applicant:

Thank you for your interest in the Joliet Diocesan School System. We are always pleased to hear from a teacher who wishes to apply for a position in one of our Catholic elementary schools (preschool through 8<sup>th</sup> grade).

So that we may serve you quickly and efficiently, we have established the application procedures outlined below.

1. Return to the Teacher Personnel Department the following materials:
  - a. **APPLICATION FORM** (enclosed): Fill out completely. Do not make reference to other materials for information.
  - b. **ILLINOIS TEACHING CERTIFICATE:** A xerox copy of both sides, showing renewals, is needed. If it is in process or you have any communication from the State of Illinois concerning it, please indicate this.
  - c. **RESUME**
2. Immediately request all your college(s) and universities to send to the Teacher Personnel Department the following materials:
  - a. **OFFICIAL TRANSCRIPT(S)** showing degree(s) granted.
  - b. **CREDENTIALS FILE.** Include if available and graduation was less than five (5) years ago.
3. Immediately send for the following to be **returned directly** to the Teacher Personnel Department:
  - a. **THREE REFERENCES** (forms enclosed). Fill out the top portion of each form and send one to each reference person whom you listed on your application blank. Your reference will complete the rest of the form and return it to the Catholic Schools Office. If your credentials file already contains references from these persons, this will not be necessary.
  - b. **CLERGY REFERENCE** (form enclosed). Fill out the top portion of this form and send it to your clergy reference.
  - c. **EMPLOYMENT VERIFICATION** for **full-time, full year teaching experience with a teaching certificate.** This will assist in determining your category and step on the diocesan salary scale. Write to your previous school or district to request this.

When we have received, reviewed and recorded the information requested on the other side of this sheet, you will be added to our *TEACHER AVAILABILITY LISTING* listed on the internet for all school principals in the diocese to access. They will call you directly to arrange for an interview.

If you wish further information or clarification about any aspect of the teacher application process, please do not hesitate to call me at the Catholic Schools Office.

**PLEASE NOTE:**

**Please note that when a school offers you a contract they will require a criminal background check. Your contract only becomes valid when a satisfactory report is received by the principal.**

Thank you very much for considering the Joliet Diocesan School System.

Sincerely,

Barbara Ronspies  
Teacher Personnel Coordinator

Enclosure