



Diocese of Joliet

Elementary School Teacher Application

As an equal opportunity employer, the Diocese of Joliet allows no discrimination on the basis of sex, race, color, national or ethnic origin or physical disability. The Catholic Schools seek to integrate religious truths and values with the rest of life through the curriculum and the example of the teachers. Therefore, the employer may inquire whether the prospective candidate can subscribe to and cooperate with this effort

PLEASE PRINT CLEARLY - ALL SECTIONS MUST BE COMPLETED TO BE CONSIDERED

Application Date ____ / ____ / ____

PERSONAL

LAST NAME			FIRST NAME			MIDDLE NAME		
PERMANENT ADDRESS	NUMBER	STREET	CITY	STATE	ZIP CODE			
TELEPHONE NUMBER	MOBILE NUMBER/ BEEPER		E-MAIL	SOCIAL SECURITY NUMBER ____ / ____ / ____				
TEMPORARY ADDRESS	NUMBER	STREET	CITY	STATE	ZIP CODE			
TEMPORARY PHONE NUMBER			TEMPORARY INFORMATION IN EFFECT UNTIL					

For Religious Sisters and Brothers ONLY - Name of Congregation: _____

Have you previously applied to the Diocese of Joliet? Yes No If so, when? _____

Have you been previously employed by the Diocese of Joliet? Yes No

If Yes, give dates. From ____/____ To ____/____ Location _____ Capacity _____

Are you currently employed or under contract? Yes No May we contact your employer? Yes No

Type of employment desired (Check all that apply) Full Time Part Time Substitute Other

_____ Date available to begin work ____/____/____ Are you legally eligible for employment in this country? Yes No

Have you been convicted of a misdemeanor (other than traffic violations) or felony? Yes No

If Yes, please explain.

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT

Religion _____ Parish _____

City _____ State _____ Pastor _____

Are you a practicing Catholic? Yes No
 If not now, have you been a Catholic previously? Yes No

Years Teaching Experience (Full time, Full Year, with Certification)
 Public _____ Catholic _____ Diocese of Joliet _____

Years attending Catholic Elementary School _____

Years attending Catholic Secondary School _____

EDUCATION

SCHOOL	NAME AND ADDRESS	MAJOR	YEAR	DEGREE
HIGH SCHOOL				
UNDERGRADUATE				
GRADUATE				
OTHER				

Additional semester hours received in the last ten years following your Bachelor or Master Degree that were not required to receive certification. _____

CERTIFICATION - (List all current, valid certifications. Send copy of front and back or application proof to CSO.)

STATE OF ISSUE	TYPE / ENDORSEMENTS	CERTIFICATE NUMBER	YEAR OF ISSUE	CURRENT EXPIRATION DATE

Have you obtained Teacher Catechist Certification in the Joliet Diocese in the past five (5) years?
 Yes No

TEACHING EXPERIENCE - (List student teaching if less than five years ago and/or full time, full year, certified.)

STUDENT TEACHING	FROM _____/_____/_____	TO _____/_____/_____	SCHOOL - CITY & STATE
GRADE / SUBJECT			COOPERATING TEACHER

STUDENT TEACHING	FROM _____/_____/_____	TO _____/_____/_____	SCHOOL - CITY & STATE
GRADE / SUBJECT			COOPERATING TEACHER

TEACHING EXPERIENCE - (Continued)

#1	FROM ____/____	TO ____/____	SCHOOL - CITY & STATE
GRADE / SUBJECT		REASON FOR LEAVING	

#2	FROM ____/____	TO ____/____	SCHOOL - CITY & STATE
GRADE / SUBJECT		REASON FOR LEAVING	

#3	FROM ____/____	TO ____/____	SCHOOL - CITY & STATE
GRADE / SUBJECT		REASON FOR LEAVING	

#4	FROM ____/____	TO ____/____	SCHOOL - CITY & STATE
GRADE / SUBJECT		REASON FOR LEAVING	

OTHER EMPLOYMENT

(List non-teaching experience last five years, most recent first.)

#1	FROM ____/____	TO ____/____	EMPLOYER - CITY & STATE
TYPE OF EMPLOYMENT		REASON FOR LEAVING	

#2	FROM ____/____	TO ____/____	EMPLOYER - CITY & STATE
TYPE OF EMPLOYMENT		REASON FOR LEAVING	

PROFESSIONAL REFERENCES

(Recent graduates may enter references from their credentials' file. Experienced teachers should list Principal or Direct Supervisor. **DO NOT LIST FRIENDS OR RELATIVES**)

NAME ADDRESS AND TELEPHONE	RELATIONSHIP	YEARS KNOWN

TECHNOLOGY SKILLS

Check all that apply: ____ MS Word ____ MS Excel ____ MS Access ____ MS Power Point ____ Corel Word Perfect ____ Other
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PREFERENCE

Indicate your 1st, 2nd, and 3rd choice in Teaching Level, Subject Area, and Geographic Area

Teaching Level	Subject Area		Geographic Area
1st ___ 2nd ___ 3rd ___	1st ___ 2nd ___ 3rd ___		1st ___ 2nd ___ 3rd ___
A) Pre-School	A) Art	F) Music	A) DuPage County
B) Kindergarten	B) Technology	G) Physical Education	B) Grundy County
C) Primary	C) Foreign Language	H) Religion	C) Kankakee County
D) Intermediate	Specify:	I) Science	D) Kendall County
E) Junior High	D) Language Arts	J) Social Studies	E) Will County
	E) Mathematics	K) Library	

PERSONAL COMMENTS - Please write your philosophy of education and include your reason for desiring to teach in the Joliet Diocesan Catholic School System. Attach a separate sheet if necessary.

APPLICANT'S STATEMENT OF AUTHORIZATION AND UNDERSTANDING	
<p>CRIMINAL BACKGROUND CHECK: I hereby authorize the Joliet Diocesan School System to forward my name to the Illinois Department of State Police for the purpose of conducting a criminal background check and agree to execute any forms required. I certify that I have not been convicted of a misdemeanor (other than traffic violations) or felony in the State of Illinois, any other state or against any federal laws of the United States of America.</p> <p>CHILD ABUSE/NEGLECT: As a educator in the State of Illinois, I understand that I am a mandated reporter of child abuse and neglect. I understand the reporting procedure as outlined by the Diocese of Joliet School System.</p> <p>AUTHENTICITY OF INFORMATION: I hereby authorize the investigation of all statements contained in this application and certify that all information included herein is complete and accurate. I understand that any misrepresentation or misstatement, intentional or unintentional, would be grounds for disqualification as a candidate or dismissal from employment. I also understand that should information change during the period of application or after hiring that I must immediately report the change. Failure to do so will also be grounds for disqualification or dismissal.</p>	
<p>_____</p> <p>Signature of Applicant</p>	<p>____/____/____</p> <p>Date</p>

