

## Diocese of Springfield – Catholic Schools

Post Office Box 1730, 65 Elliot Street, Springfield, Massachusetts 01102-1730

413-452-0830

## **Personnel Application Form**

			Date	
Name				
Last	First	Middle o	ther names by which you have been known	
Present address	lumber & Street	City S	State Zip Code	Apt #
Telephone		At present address until		
Permanent address				
(if different) N	lumber & Street	City S	State Zip Code	Apt. #
Tolonhono (Homo)	Tolophono (Co	II) c	Social Socurity Number	
Telephone (Home)	Telephone (Ce	n) S	Social Security Number	(Optional)
E-mail Address				
Are you eligible for employ	ment in the United States? Y	es No		
Religion	Home Parish			
Teligion	Home Fansh	Name	City	
POSITION(S) DESIRED	<u>):</u>			
TEACHER OF GRADES	Preschool - 3	4 - 6	7-8 9-4	12
				-
	Guidance / Social Wor	k Teacher Aide	Nurse Sub	stitute
	Guidance / Social Wor	Teacher Aide	Nuise Sub	Silule
	Full Time	Part Time		
SUPPORT STAFF	Applying for the position	of:		
		tificate(s) or Profession		
State Level		Subject Area	Certificate Number	Expiration Date
AVAILABLE FOR EMPLO	YMENT IN THE FOLLOWING S	CHOOL(S):		
Adams – St. Stanisla	aus Kostka Holy	oke – Blessed Sacrament	South Hadley – Acad	demy of the Little Flower
Agawam – In the Be	ginning Preschool Holy	oke – Mater Dolorosa	Springfield – St. Mich	hael's Academy
Chicopee – St. Joan	of Arc Lee -	– St. Mary's	West Springfield – S	t. Thomas the Apostle
Chicopee – St. Stan	islaus Long	meadow – St. Mary's Academy	Westfield – St. Mary	's Parish Elementary
Dalton – St. Agnes A	Academy	ow – St. John the Baptist	Westfield – St. Mary	's High School

To complete this application submit copies of all college transcripts, educational certifications, professional licenses, parish reference form, 3 letters of reference, and resume.

PRIOR TO EMPLOYMENT START DATE: C.O.R.I. Request Form and Adam Walsh / Child Protective Service Background Record Request Form must be completed through the Office of Safe Environment and Victim Assistance. Fingerprint-based background record check must be completed through the Massachusetts SAFIS Program (completed through IdentoGo).

Educational and Professional Training							
		Location		Dates Attended		Graduation	
	Name of Institution	City	State	From	То	Date	Degree
Elementary							XXXXXXXX
Secondary							XXXXXXXX
							XXXXXXXX
College/University (Undergraduate)							
(Ondergraduate)							
College/University (Graduate)							
(Craduate)							

Teaching Experience							
List in chronological order all teaching experience (including student teaching). Place a check mark ( $$ ) in the left margin to indicate student teaching.							
	Location		Inclusive Dates				
Name of School	City	State	From	То	Grade/Subject Taught	Salary	Reason for Leaving

Volunteer/Work Experience Other Than Teaching List in chronological order all job experience other than teaching, whether full or part time.						
		Inclusive Dates				
Name and Address of Employer	Kind of Work	From	То	Salary	Reason for Leaving	

<b>References</b> Please list three individuals who are in a position to comment on your ability, character and work experience. Do not include family members.						
Name						

## Personal/Professional Competencies

Briefly note your career goals as they relate to education.

What contribution can you personally make to a Catholic school?

Briefly state your views on the value of Catholic education.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

AGREEMENT: I certify that the information on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

In addition, all employees of the Diocese of Springfield are required to comply with a 'Code of Conduct' policy which includes a criminal records check (CORI) and also includes the stipulation that "whenever, by public example, an employee engages in or espouses conduct which contravenes the doctrine and teaching of the Church, such employee may, at the sole discretion of the Roman Catholic Bishop of Springfield, be subject to disciplinary action up to and including dismissal".

Note: We expect teachers to maintain high ethical and professional standards and to accept supervision.

Are we free to contact your references and those under whom you have worked or are now working?\_\_\_\_\_

Date available for employment:

I, the undersigned, agree to allow the Springfield Diocesan Schools Office to duplicate my application and accompanying records and to provide these to appropriate search committees and prospective employers within the Diocese of Springfield.

Date\_

\_\_\_\_\_Signature\_\_\_\_

Thank you for completing this application form and for your interest in Catholic schools.

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