



Diocese of Springfield – Catholic Schools

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

413-452-0830 / FAX: 413-452-0555

Personnel Application Form

					Date
Name					
Last	First	Middle	other names by which you have been known		
Present address					
Number & Street		City	State	Zip Code Apt #	
Telephone		At present address until			
Permanent address					
(if different) Number & Street		City	State	Zip Code Apt #	
Telephone (Home)		Telephone (Cell)	Social Security Number (Optional)		
E-mail Address					

Are you eligible for employment in the United States? Yes ☐ No ☐

Religion	Home Parish	Name	City
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POSITION(S) DESIRED:

Teacher of Grades: ☐ Preschool - 3 ☐ 4 - 6 ☐ 7 - 8 ☐ 9 - 12

☐ Guidance / Social Work ☐ Teacher Aide ☐ Nurse ☐ Substitute

☐ Full Time ☐ Part Time

Educational Certificate(s) or Professional License Held				
State	Level	Subject Area	Certificate Number	Expiration Date

AVAILABLE FOR EMPLOYMENT IN THE FOLLOWING SCHOOL(S):

<input type="checkbox"/> Adams – St. Stanislaus Kostka	<input type="checkbox"/> Holyoke – Blessed Sacrament	<input type="checkbox"/> South Hadley – Academy of the Little Flower
<input type="checkbox"/> Agawam – In the Beginning Preschool	<input type="checkbox"/> Holyoke – Mater Dolorosa	<input type="checkbox"/> Springfield – St. Michael's Academy
<input type="checkbox"/> Chicopee – St. Joan of Arc	<input type="checkbox"/> Lee – St. Mary's	<input type="checkbox"/> West Springfield – St. Thomas the Apostle
<input type="checkbox"/> Chicopee – St. Stanislaus	<input type="checkbox"/> Longmeadow – St. Mary's Academy	<input type="checkbox"/> Westfield – St. Mary's Parish Elementary
<input type="checkbox"/> Dalton – St. Agnes Academy	<input type="checkbox"/> Ludlow – St. John the Baptist	<input type="checkbox"/> Westfield – St. Mary's High School

To complete this application submit copies of all college transcripts, educational certifications, Parish Reference Form, 3 letters of reference, and résumé.

PRIOR TO EMPLOYMENT START DATE: C.O.R.I. Request Form completed through the Office of Safe Environment and Victim Assistance. Fingerprint-based background record check through the Massachusetts SAFIS Program (completed through IdentoGo).

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

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

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

References			
Please list three individuals who are in a position to comment on your ability, character and work experience. Do not include family members.			
Name	Complete Address	Telephone	Relationship

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.

Office Use Only			
Application and Forms Complete _____		Interviews _____	OSEVA Approval _____
Date Employed From To		School	Grade(s) Subject(s)