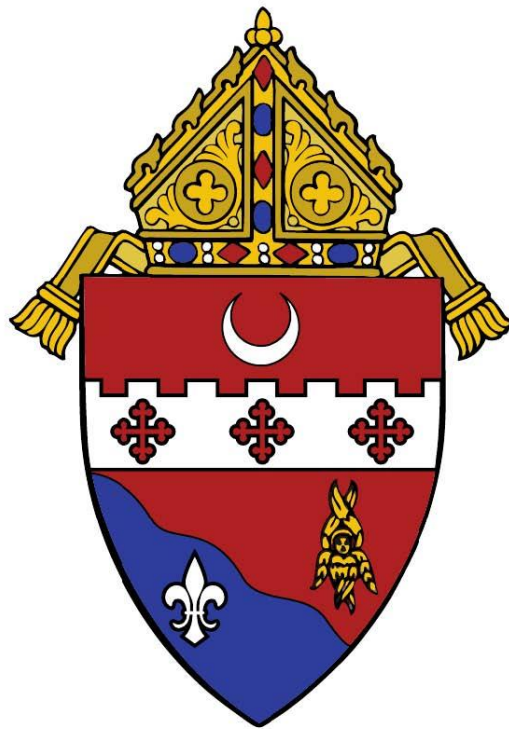


**Application  
High School and Junior High  
Theology Teacher  
or Pastoral Minister**



**Diocese of Fort Wayne – South Bend, Indiana  
Secretariat for Catholic Education  
915 South Clinton Street  
P O Box 390  
Fort Wayne, IN 46801**

## PERSONNEL RECORD

FULL NAME \_\_\_\_\_ DATE \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER\*\* \_\_\_\_\_

SEX \_\_\_\_\_ SINGLE \_\_\_\_\_ MARRIED\* \_\_\_\_\_ PRIEST/RELIGIOUS \_\_\_\_\_

*\* If married, please enclose a copy of Marriage Certificate*

*\*\* You must be able to verify legal US citizenship at time of hiring by providing a copy of either your birth certificate or your social security card.*

ARE YOU A PRACTICING CATHOLIC? \_\_\_\_\_ CURRENT PARISH \_\_\_\_\_

ARE YOU ACTIVE IN YOUR PARISH? \_\_\_\_\_ If yes, please describe your involvement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I AM APPLYING TO TEACH RELIGION IN: \_\_\_\_\_ JUNIOR HIGH \_\_\_\_\_ HIGH SCHOOL

I AM INTERESTED IN APPLYING TO SERVE AS A HIGH SCHOOL PASTORAL MINISTER: \_\_\_\_ YES \_\_\_\_ NO

PLEASE LIST YOUR PREFERRED LOCATION(S) IF ANY: \_\_\_\_\_

## EDUCATIONAL BACKGROUND

(COPY OF OFFICIAL TRANSCRIPTS FROM EACH COLLEGE/UNIVERSITY ATTENDED MUST ACCOMPANY THIS APPLICATION OR FOLLOW AS SOON AS POSSIBLE)

	Name of Institution	Location	Dates of Attendance	Degree or Diploma Dates	Major/Minor
Elementary School					
Middle/Junior High					
High School					
College/University					
College University					
College/University					

FOR BA OR BS:

Major: \_\_\_\_\_ Hours: \_\_\_\_\_

Minor: \_\_\_\_\_ Hours: \_\_\_\_\_

FOR MA OR MS:

Subject: \_\_\_\_\_

Hours: \_\_\_\_\_

**Teacher License** (If you have one.) (copy of license must accompany this application or follow as soon as possible)

License #	Issue Date	Expiration Date
State	Subject Area	Grade Validity/School Setting

## TEACHING EXPERIENCE

LIST CHRONOLOGICALLY INCLUDING STUDENT TEACHING

Job Title (e.g. student teacher, teacher, etc.)	School	School District	Grade Level or Subject Area	Employment Dates

*If you wish to be credited for past teaching experience, you must provide written verification from your former superintendent. Credit will be given for years in which you taught with a college degree and a teaching license in an accredited school.*

SUMMARY OF TEACHING YEARS: Elementary \_\_\_\_\_ Middle School \_\_\_\_\_  
 High School \_\_\_\_\_ College \_\_\_\_\_ Total \_\_\_\_\_

MENTOR TEACHER: (If within the last five years):

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

I AM QUALIFIED AND WILLING TO SUPERVISE AND DIRECT THE FOLLOWING

EXTRACURRICULAR ACTIVITIES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### OTHER WORK EXPERIENCE PROFESSIONAL STATUS

Type of Position	Employer	Address	Telephone	Dates of Employment

HAS YOUR TEACHING LICENSE EVER FAILED TO BE RENEWED? YES: \_\_\_\_\_ NO: \_\_\_\_\_

HAVE YOU EVER RESIGNED OR BEEN COMPELLED TO RESIGN A TEACHING POSITION?  
 YES: \_\_\_\_\_ NO: \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED FOR, INDICTED FOR, COMPLAINED OF ANY FELONY OR MISDEMEANOR?  
 YES: \_\_\_\_\_ NO: \_\_\_\_\_

HAVE YOU EVER BEEN INVESTIGATED BY A CHILD PROTECTIVE AGENCY? YES: \_\_\_\_\_ NO: \_\_\_\_\_

IF "YES" TO ANY OF THE ABOVE, PLEASE EXPLAIN:

\_\_\_\_\_  
 \_\_\_\_\_

ARE YOU PLANNING TO CONTINUE YOUR EDUCATION? \_\_\_\_\_

TOWARD WHAT DEGREE? \_\_\_\_\_

## REFERENCES

	Address (including State/Zip)	Telephone and Email	Position
(Present Pastor)			
(Professional)			
(Professional)			

## STATEMENTS

On a separate sheet please not any special accomplishments, interest, or experiences not listed up to now on this application that you consider to be relevant.

On a separate sheet of paper, please answer the following question:

What is your philosophy of Religious Education?

Please enclose the following with your completed application:

All Official transcripts; a resume of CV; a copy of your marriage license if you are married, and employment verifications.

Employment will be subject to, among other things, satisfactory reference checks.

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I understand that, if employed in a part time or temporary position, I may not be eligible to participate in any of the diocesan group insurance, medical insurance or retirement plans.

To assist in the evaluation of my employment qualifications, I authorize the Diocese to request and receive any information from past employers or personal references concerning evaluations of my work performance and other matters of opinion. I also authorize any of the references, past employers or schools listed above except those noted, to furnish the Diocese any or all information requested above. I further release them and the Diocese and its affiliates from any and all responsibility arising out of the release of any such information.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the school unless made in writing. If an employment relationship is established, I understand that it is pursuant to the terms of my applicable contract. If I am not bound by a contract, I understand I have the right to terminate my employment at any time and that the Diocese retains a similar right.

I certify that information contained in this application is true and correct to the best of my knowledge, and I understand that falsification or materially incorrect information in this application is grounds for disqualification from further consideration, or for dismissal from employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## RETURN OF APPLICATION

PLEASE RETURN COMPLETED APPLICATION AND STATEMENTS TO:

DIOCESE OF FORT WAYNE – SOUTH BEND  
OFFICE OF CATECHESIS  
ATTN: HIGH SCHOOL AND JUNIOR HIGH RELIGION TEACHER APPLICATION  
P.O. BOX 390  
FORT WAYNE IN 46801

**AUTHORIZATION OF RELEASE OF INFORMATION**

To: Secretariat for Catholic Education

Diocese of Fort Wayne – South Bend, Indiana

In submitting my application for a position as a High School Theology Teacher, Junior High Religion Teacher, or High School Pastoral Minister, I hereby grant the Office of Catechesis and/or the Catholic Schools Office permission to investigate any of the facts or statements submitted by me, except where my written statement on the application form specifically requests that no investigation be made.

I further authorize that the information I have given, together with supporting documents, be shared with schools and/or parishes that wish to consider me for employment.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_