



DIOCESE OF FORT WAYNE – SOUTH BEND
OFFICE OF CATHOLIC EDUCATION

915 S. CLINTON STREET, P.O. BOX 390 • FORT WAYNE, INDIANA 46801

Dear Substitute Teacher Applicant,

Thank you for your interest in a position as a substitute teacher in the Catholic Schools. To teach in a Catholic school is to participate in the teaching mission of Christ. As Jesus came to witness to the love of His Father, so our Catholic School teachers witness to that love and assist their students to discover and grow in His love. You will find that substituting in a Catholic school holds many benefits for you. The faith communities in our schools assist a person who is new to teaching or returning to the profession. Some substitutes choose to work for a specific school; others substitute in a variety of schools in a particular area. In either case, all substitute applicants must complete the substitute teacher application and the diocesan background screening process. Your wishes concerning school assignment will be respected.

Please read the instructions below carefully.

Your completed substitute teacher application package must include the following:

- 1. A completed application form.**
- 2. Three complete reference forms.** Please submit a pastoral reference from your current parish or religious group of which you are a member. Please submit two additional references, which may be either professional or personal. These additional references should include one from each city or town in which you resided during the last ten years. Feel free to request additional reference forms if necessary. Please send the enclosed forms to your referents for completion. **We must receive completed forms from your referents.**
- 3. Transcripts from all colleges/universities attended.** The Catholic Schools in the Diocese of Fort Wayne-South Bend requires that you have completed a minimum of 60 credit hours of undergraduate coursework in order to qualify to substitute teach within our diocese.
- 4. Copy of current Indiana substitute teacher's permit OR valid Indiana teaching license.** A permit or license is required to substitute on a day-to-day basis in the Catholic schools. An Indiana Substitute Teacher's Permit must be requested and paid for online at <https://license.doe.in.gov/>. **Your permit will not be approved until all other application documentation has been processed.** Once your permit is approved, you will need to send a copy to the Catholic Schools Office.
- 5. Complete background screens.** Once the above items have been processed in the Catholic Schools Office, you will be sent email instructions for completing Safe Environment Education and background screenings. There is a fee for these screenings payable directly to the third party provider via their secure website. Your Social Security number will be required to complete the search.

The completed substitute teacher application should be submitted to the attention of the Administrative Assistant – Personnel. When ALL PARTS of the substitute teacher application package are complete, your name will be added to the substitute list and sent to the schools. It is necessary for diocesan substitute teachers to renew their intention to continue to substitute or the Catholic Schools annually, preferably in May.

**If you are offered a long-term substitute or a full-time teaching position, you must complete a Regular Teacher Application and have a valid Indiana teaching license. We look forward to receiving your completed application in our office.*

CSO 10/16