



THE DIOCESE OF COLORADO SPRINGS

228 North Cascade Avenue
Colorado Springs, Colorado 80903
(719) 636-2345

APPLICATION FOR EMPLOYMENT: SUBSTITUTE TEACHER

In order that your application may be properly evaluated, it is essential that all of the following questions be answered carefully and completely. Applications will not be processed unless completed in full and accompanied by all of the requested documentation. If you do not hold a current Colorado license, you must apply with CDE upon application.

In addition to this application, please also submit the following:

1. Current Colorado State **Teaching License** (copy).
2. Copies of all college **Transcripts**.
3. **Resume**'
4. 3 (or more) **Letters of recommendation**
5. Copies of any teaching certification from other states.

PERSONAL INFORMATION

PLEASE PRINT

Name _____ Date _____

LAST FIRST MIDDLE INITIAL

Have you ever used a different name (maiden or alias)? If so, specify the name _____

Address _____

STREET CITY STATE ZIP CODE

Social Security Number _____ Telephone Number _____

Previously employed by any Diocese? NO YES If yes, when? _____

Where? _____ E-mail address _____

When can you start? _____ How were you referred to us? _____

RELIGIOUS INFORMATION

It is not a requirement to be Catholic to be a teacher in our schools, except for those who teach Religion or serve in administration. However, we like to assess one's faith-in-action involvement, regardless of denomination.

Religious Affiliation: _____ Practicing Catholic? Yes No

Parish where registered: _____ Pastor/Minister _____ Phone _____

Please send a signed statement from your Parish/Church attesting that you are a registered, active, contributing member of the Church.

Check any activities in which you currently participate:

- | | | |
|--|---|--|
| <input type="checkbox"/> Choir | <input type="checkbox"/> Adoration | <input type="checkbox"/> Lector |
| <input type="checkbox"/> Religious Ed. Classes | <input type="checkbox"/> Council member | <input type="checkbox"/> Extraordinary Minister of Communion |
| <input type="checkbox"/> Knights of Columbus | <input type="checkbox"/> Altar/Rosary Society | <input type="checkbox"/> Altar Server |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Usher | <input type="checkbox"/> Church fundraising activities |
| <input type="checkbox"/> Other faith ministries: _____ | | |

Did you attend Catholic schools? Yes No Grade Levels: K-5 6-8 9-12 College Total # of Years _____

As an educator, how would your faith impact your teaching?

POSITION DESIRED

Circle One: FULL TIME PART TIME EITHER

YES _____ I would like to do substitute teaching.

Designate in order of preference (1, 2, 3, 4, or N/A) the level preferred:

____ Kindergarten ____ Primary Grades (1-3) ____ Intermediate Grades (4-5) ____ Middle School (6-8)

Are you bilingual? _____ If so, what languages do you speak? _____

Check the subjects you are capable of teaching, either by training or experience, in the areas below.

| Subject | Kindergarten | Primary | Intermediate | Middle School |
|----------------------------|--------------|---------|--------------|---------------|
| Art | | | | |
| English | | | | |
| Foreign Language | | | | |
| Language Arts | | | | |
| Math | | | | |
| Music | | | | |
| Physical Education | | | | |
| Reading | | | | |
| Religion | | | | |
| Science | | | | |
| Social Studies | | | | |
| Athletic Coach _____ | | | | |
| Counselor | | | | |
| Media Specialist/Librarian | | | | |
| Special Education | | | | |
| Technology/Computers | | | | |

Extracurricular activities you might be interested in sponsoring (sports, chess club, robotics etc.)

PROFESSIONAL INFORMATION

List teaching/administrative certificates held:

| State | Type of Certificate | Date Issued | Certificate Number | Date of Expiration |
|-------|---------------------|-------------|--------------------|--------------------|
| | | | | |
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| | | | | |

Have you had attended a Safe Environment Training? Yes No If so, where and when?

EDUCATIONAL BACKGROUND

Date (month and year) you received your Bachelor's Degree _____

Major _____ Minor _____

Name and location of College/University _____

List all credit hours received beyond the Bachelor's Degree. Specify whether quarter (Q) or semester (S) hours.

| Years | College University | City State | Subject Area | Credit Hours |
|----------------|--------------------|------------|--------------|--------------|
| _____ to _____ | | | | |
| _____ to _____ | | | | |
| _____ to _____ | | | | |
| _____ to _____ | | | | |
| _____ to _____ | | | | |

Date (month and year) you received your Master's Degree _____

Major _____ Minor _____

Name and location of College/University _____

U. S. MILITARY RECORD

Service Branch _____ Date Entered _____ Date Discharged _____ Final Rank _____

What were your duties? _____

What special training did you receive? _____

List any additional special skills, technical or professional knowledge which you may have: _____

REFERENCES

Give three or more references, including superintendents and principals under whom you have taught. These persons should have first knowledge of your character, personality, scholarship, and teaching ability.

| Name and Position | Address | Telephone Number |
|-------------------|---------|------------------|
| | | |
| | | |
| | | |
| | | |

OTHER QUESTIONS

Has anyone ever accused you of physical abuse, sexual abuse, or sexual harassment? _____ YES _____ NO
If yes, give a short explanation of the complaint. Please indicate the date, nature and place of the incident leading to the accusation, and the disposition of the matter.

Have you ever been charged, arrested, or convicted of a felony or misdemeanor, regardless of the disposition of any such matter? _____ YES _____ NO
If yes, give a short explanation of incident. Please indicate the date, nature and place of the incident, the disposition of the allegations, and your employer at the time, including your employer's name, address, and telephone number.

Has any employer ever counseled you, reprimanded you, disciplined you, or terminated your employment or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, sexual harassment by you, your unsafe driving record or your theft? _____ YES _____ NO
If yes, give a short explanation of the allegations. Please indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time, including employer's name, address and telephone number.

EMPLOYMENT EXPERIENCE

List all of your current and previous positions (paid and unpaid) in chronological order starting with the most recent. Please complete this section and attach additional sheets as needed even if you submit a resume.

1. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____
May we contact your present employer? YES NO

2. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

3. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

4. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

5. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

6. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

7. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

Of the jobs you have held, which did you like the most and why? _____

Of the jobs you have held, which did you like the least and why? _____

STATEMENT OF PHILOSOPHY OF CATHOLIC EDUCATION

Please answer each of the questions given below as best you can. The space provided should be adequate.

1. Why did you choose teaching as a profession? _____

2. What are your strengths? _____

3. Where do you need improvement? _____

4. How would you differentiate a superior teacher from a mediocre teacher? _____

5. How do you think your peers would describe you? _____

6. How will (do) you go about finding out about students' attitudes and feelings about your class? _____

7. How do you meet the needs of individual children? _____

8. What can your principal expect from you? Why should we hire you? What contribution can you make? _____

9. Please describe your reasons for wanting to teach in a Catholic School: _____

APPLICANT'S DECLARATION, AUTHORIZATION AND RELEASE

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize the Diocese of Colorado Springs and its agents to verify any information related to my application or resume. I also authorize and direct individuals, schools, employers, and law enforcement or government officials to freely provide any information concerning my background, and hereby release any and all of them from any liability for doing so.

_____ Date

_____ Print Name

_____ Signature

The Diocese of Colorado Springs shall comply with appropriate federal and state laws and regulations prohibiting discrimination in employment on the grounds of race, color, national origin, protected age category, gender, marital status, military status or physical or mental disability of any individual who is otherwise qualified.