

**DIOCESE OF ALLENTOWN**  
**OFFICE OF EDUCATION**  
1425 Mountain Drive North, Bethlehem PA 18015

**TEACHER APPLICATION**

**GENERAL INFORMATION:**

NAME \_\_\_\_\_ PPID \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ PHONE (CELL) \_\_\_\_\_

EMAIL \_\_\_\_\_

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? [ ] YES [ ] NO

PARISH/CHURCH AFFILIATION \_\_\_\_\_

Pastor/Minister \_\_\_\_\_ Phone \_\_\_\_\_

POSITION SOUGHT (if known) \_\_\_\_\_

HOW WERE YOU REFERRED TO US? \_\_\_\_\_

**EDUCATIONAL BACKGROUND** (Indicate dates of attendance)

\_\_\_\_\_ Elementary School Location \_\_\_\_\_

\_\_\_\_\_ High School Location \_\_\_\_\_

\_\_\_\_\_ College Major/Minor \_\_\_\_\_

\_\_\_\_\_ College Major/Minor \_\_\_\_\_

\_\_\_\_\_ College Major/Minor \_\_\_\_\_

\_\_\_\_\_ Graduate School Course of Study \_\_\_\_\_ Credits Earned \_\_\_\_\_

List degrees received, when awarded, and major field of study:

\_\_\_\_\_

\_\_\_\_\_

Certification: \_\_\_\_\_ PA \_\_\_\_\_ OTHER STATE: \_\_\_\_\_ Expiration date: \_\_\_\_\_

\_\_\_\_\_ PA Instructional I Subject/Area \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ PA Instructional II Subject/Area \_\_\_\_\_ Year \_\_\_\_\_

PPID \_\_\_\_\_ Other Certifications/Credentials/Endorsements \_\_\_\_\_

Student Teaching Experience:

School \_\_\_\_\_ Grade/Subject \_\_\_\_\_ Dates \_\_\_\_\_

School \_\_\_\_\_ Grade/Subject \_\_\_\_\_ Dates \_\_\_\_\_

Professional References: **Print names of employers in consecutive order with present or last employer listed first.**

1. <b>Name of Employer</b>	<b>Job Title &amp; Duties</b>	
_____	_____	
<b>Street Address</b>	<b>City, State, Zip</b>	
_____	_____	
<b>Date of Employment (give month and year)</b>	<b>Supervisor</b>	<b>Telephone</b>
From _____ To _____	_____	_____
<b>Reason for leaving:</b>	_____	
_____		

2. <b>Name of Employer</b>	<b>Job Title &amp; Duties</b>	
_____	_____	
<b>Street Address</b>	<b>City, State, Zip</b>	
_____	_____	
<b>Date of Employment (give month and year)</b>	<b>Supervisor</b>	<b>Telephone</b>
From _____ To _____	_____	_____
<b>Reason for leaving</b>	_____	
_____		

3. <b>Name of Employer</b>	<b>Job Title &amp; Duties</b>	
_____	_____	
<b>Street Address</b>	<b>City, State, Zip</b>	
_____	_____	
<b>Date of Employment (give month and year)</b>	<b>Supervisor</b>	<b>Telephone</b>
From _____ To _____	_____	_____
<b>Reason for leaving:</b>	_____	
_____		

Total number of years teaching as a **full-time** certified (K-12) teacher \_\_\_\_\_

Grade and/or subject(s) you prefer to teach \_\_\_\_\_

Grade and/or subject(s) you will teach \_\_\_\_\_

Work experience other than teaching:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your experience level with instructional technology:

[ ] inexperienced [ ] beginner [ ] experienced

\_\_\_\_\_

\_\_\_\_\_

*I hereby affirm that the information provided on this application (and accompanying résumé, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.*

***This application is not a contract and cannot create a contract.***

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

**The completed application will be kept on file by the Diocesan Office of Education for a period of one (1) year from the date received IF all the credentials listed below accompany the application. An application will be destroyed after a stated period of time.**

The following credentials, along with this completed application, must be received by the Personnel Director of the Diocesan Office of Education ***before the interview at the Office of Education:***

- \_\_\_ Official transcripts of all college credits. (An official transcript is one that has been received directly from the college/university. It must bear the college/university seal, date, and an appropriate registrar's signature. Computer-generated transcripts must be printed on security paper.)
- \_\_\_ A copy of your Professional Teaching Certificate.
- \_\_\_ Letter of recommendation from the pastor of the parish to which you belong attesting to your participation in that faith community.
- \_\_\_ Three (3) SIGNED Professional Letters of Recommendation from previous employers/supervisors no more than two years old.
- \_\_\_ PA Criminal Record Check (form SP4-164, no more than one year old).
- \_\_\_ Pennsylvania Child Abuse Clearance (no more than one year old).
- \_\_\_ Federal Criminal History Record (Proof of Fingerprint Submission with Applicant I.D./ UE ID, no more than one year old). PDE, Non-Public Schools-Service Code: **1KG6TR**
- \_\_\_ Letter(s) from the school(s) verifying prior full time teaching experience are needed to receive credit for previous experience (full years) teaching.

***\*Please read before submitting application:***

- Initial application packet should be sent **directly to the school** that posted an opening.
- Please keep a copy of this application for your records. It is the applicant's responsibility to provide the school with **ALL** requested materials.
- Please mail all required documents to Director of Personnel at the address on the front of the application **before the interview** at the Diocese of Allentown, Office of Education.

**Applicant is to complete the following:**

Describe your personal philosophy of education:

Why do you want to teach in a Catholic School?

How do you practice your religion?

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Signature of Interviewer

To be signed at time of interview.

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Date of Interview

*Rev. 12/17*