

DIOCESE OF DES MOINES

APPLICATION FOR CERTIFIED EDUCATIONAL POSITION

I. PERSONAL INFORMATION:

Name: _____
Last First Social Security #

Present Address: _____
Street City State Zip Code

Permanent Address: _____
Street City State Zip Code

Telephone: Present Address _____ Permanent Address _____
FAX _____ E-mail Address _____

Are you a Roman Catholic? Yes No If yes, name of parish _____

II. POSITION, EDUCATION AND EMPLOYMENT INFORMATION:

Are you applying to a specific school in the diocese? Yes No

If yes, name of school: _____

Position desired: Administration PreSchool Substitute K-6
(Check those Counselor Talented/Resource Full-Time 5-8
that apply) Media/Librarian Teacher Part-Time 9-12
 Technology

If elementary (K-8) teacher, list the grades/subjects you are certified to teach in order of preference: _____

If secondary (9-12) teacher, list the subjects you are certified to teach in order of preference: _____

Would you be willing to direct or assist with extra curricular activities? Yes No

If yes, which activities: _____

Secondary Education:

Name of School	City	State	Zip	Date of Graduation
_____	_____	_____	_____	_____

College and Universities:

Name	City	State	Zip	Dates Attended	Degree & Date Received
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Iowa License: Yes No (If you hold a license continue)

Folder No. _____ **Class** _____ **Endorsements** _____

Approvals _____ **Expiration Date** _____

Professional Teaching/Administration: (Include all educational employment)

Years	School	Grade/Subject Position	Immediate Supervisor	Phone/E-mail	Reasons for Leaving
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Other Employment: (Include all non-education employment)

Employer	City State	Zip	Kind of Work	Supervisor	Phone/E-mail	Reasons for Leaving
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Personal/References – (List at least three personal references)

Name	Address	City	State	Zip	Phone/E-mail	Occupation
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Professional Growth - List the workshops, seminars, courses and professional reading in which you have participated in the last two years:

Have you failed or refused to fulfill a contract of employment entered into with any school system? Yes No

Are you under contract for the upcoming academic year? Yes No

If yes, can you secure a release? Yes No Date available _____

Have you ever been convicted of a crime of abuse, harassment or exploitation? Yes No

Has any civil or criminal complaint, or any other written complaints, ever been made against you relating to abuse, harassment or exploitation? Yes No

Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of abuse by you, or relating to civil or criminal complaints for abuse of others? Yes No

Have you ever been dismissed from any position because of immoral conduct Yes No
unprofessional conduct Yes No
unfitness for service Yes No
unsatisfactory service? Yes No

Have you ever been charged or convicted of any felony or misdemeanor (other than minor traffic offenses)? Yes No

Did you ever enter into an agreement with any past employer not to divulge the true reason for termination of employment? Yes No

Please request your credential file be sent to us. Please attach a written summary of your reasons for applying to a Catholic school.

EMPLOYMENT DOCUMENTATION:

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. I understand that any offer of employment will, therefore, be contingent on my ability to produce the required documentation within the time period required by law.

BACKGROUND CHECKS: (Please read carefully)

If you wish to be considered for employment in any of the Catholic schools in the Diocese of Des Moines, you must submit to several kinds of background checks. The background checks will include, but are not limited to, job related matters and criminal offenses, including sexual misconduct.

The applicant must complete the attached forms and return them signed with the completed application.

Return to:

Signature of Applicant