

**Employment Application
for positions in Catholic Schools in the
Diocese of Stockton, California**

The purpose of all Catholic parishes and schools, located in the geographic boundaries of the Roman Catholic Diocese of Stockton, is to promote the mission and ministry of the Roman Catholic Church. All parish and school employees and volunteers commit themselves to the following principles:

- ❖ *To respect the dignity of each person as made in God's image and likeness;*
- ❖ *To maintain standards of professional and personal conduct which reflect the values, principles, and teachings of the Roman Catholic Church*
- ❖ *To contribute by personal example to a Christian work environment;*
- ❖ *To support the mission of the Roman Catholic Church, the Roman Catholic Diocese of Stockton, and the Catholic Schools Office*

Catholic parishes and schools may choose to hire as employees persons who are not members of the Roman Catholic Church. However, all employees are required, as a condition of employment, to conduct themselves in a manner that is compatible with the teachings and mission of the Roman Catholic Church. The pastor reserves the right to restrict employment to members in good standing of the Roman Catholic Church.

PLEASE PRINT

Position for which you are applying: _____

Date of Application _____

Name _____

Business Telephone () _____ Home Telephone () _____

Address _____ City/State/Zip _____

Email Address: _____

If the position requires membership in a Catholic Parish, please identify your parish

How did you hear about this position? _____

(E.g. newspaper/parish bulletin/friend, website, etc.)

Education and Training

School	Name & Address	No. of years completed	Did you graduate?	Degree or Diploma
High School				
College/ University MAJOR:				
College/ University MAJOR:				
Vocational/ Business MAJOR:				
Other				

Do you have a current California teaching credential? _____

If yes, please put the document number issued by the State: # _____

Expiration date: _____

If you have a current teaching credential with another State, please indicate:

State _____

Issue # _____

Expiration date: _____

Personal Information

1. Have you ever been employed by the Catholic Church? Yes ___ No ___

If yes, when and where? _____

2. Are you at least 18 years old? Yes ___ No ___

3. If hired, can you present proof of your legal right to live and work in the United States? Yes ___

No ___

4. Are you able to perform the essential functions of the job for which you are applying either with or without reasonable accommodations? Yes___ No___
If no, describe the functions that cannot be performed. _____

(Note: We consider reasonable accommodations measures that may be necessary for employees to perform essential functions).

5. Have you ever been convicted of or pleaded no contest to a criminal offense, felony or any misdemeanor*? Yes___ No___
If yes, state nature of the crime(s), when and where convicted and disposition of the case. _____

*This question is not applicable to misdemeanor convictions more than two years old involving marijuana, any misdemeanor conviction for which the case has been judicially dismissed, or any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated.

N.B. In accordance with the Safe Environment Program of the Diocese of Stockton, any person employed or serving in a volunteer capacity with access to students must have appropriate fingerprint clearance with the Department of Justice (all employees and volunteers) and the Federal Bureau of Investigation (employees only). Certification through the online program – SHIELD THE VULNERABLE - is also required for all full-time teacher applicants, all volunteers, and those who wish to be considered for temporary/substitute employment with schools of the diocese. For necessary forms and more information, please contact Linda Dillen of the Diocesan Human Resource Department – 466-0636 or ldillen@stocktondiocese.org

Employment Desired (check all that apply)

___ Regular full-time work Grade (s) / Subject(s) _____

___ Regular part-time work Grade (s) / Subject(s) _____

___ Temporary work Grade (s) / Subject(s) _____

___ Substitute teaching Grade(s)/Subject(s) _____

___ I am willing to re-locate as necessary if hired for a full time position.

___ I am willing to teach in the following geographic areas:

___ Stockton ___ Lodi ___ Manteca ___ Modesto ___ Patterson ___ Tracy ___ Turlock

Besides English, which language(s) do you speak, read, or write? _____

Do you have a California Catechist Certificate? ___Yes ___No

Employment History (Begin with current or most recent employment)

Name of Employer _____

Address _____ City: _____

Type of Business _____ Job Title: _____

Telephone No. (____) _____ Your Supervisor's Name _____

Major Responsibilities _____

Dates of Employment: From: _____ To: _____ Salary: _____

Status: Full-time paid _____ Part-time paid _____ Volunteer _____

Reason for leaving: _____

May we contact this employer for a reference? Yes ___ No ___

Name of Employer _____

Address _____ City: _____

Type of Business _____ Job Title: _____

Telephone No. (____) _____ Your Supervisor's Name _____

Major Responsibilities _____

Dates of Employment: From: _____ To: _____ Salary: _____

Status: Full-time paid _____ Part-time paid _____ Volunteer _____

Reason for leaving: _____

May we contact this employer for a reference? Yes ___ No ___

Name of Employer _____

Address _____ City: _____

Type of Business _____ Job Title: _____

Telephone No. (____) _____ Your Supervisor's Name _____

Major Responsibilities _____

Dates of Employment: From: _____ To: _____ Salary: _____

Status: Full-time paid _____ Part-time paid _____ Volunteer _____

Reason for leaving: _____

May we contact this employer for a reference? Yes ___ No ___

Professional References

List two persons, other than a supervisor and someone related to you, who have knowledge of your work abilities within the last five years.

Name _____

Address _____ City: _____

Occupation _____

Daytime Telephone () _____ Years known _____

Name _____

Address _____ City: _____

Occupation _____

Daytime Telephone () _____ Years known _____

Please read carefully and sign below.

I certify that I have not knowingly withheld any information that might affect my employment. I understand that, if I am hired, any false or misleading information provided in my application or interview(s) may result in termination.

I authorize the parish or the Catholic Schools Office at the Diocese of Stockton to investigate my references, work record, education and other matters related to my suitability for employment. I release the parish, my former employers, and all other persons, from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

If hired, I agree to the appropriate fingerprinting process for a Criminal Record Summary. [Applicants with currently current California teaching credentials have already met this requirement.]

Applicant's Signature

Date

We are very pleased to have your application for a teaching position in our diocese. If you secure a teaching position or change your mind about applying for one with our diocese, kindly let our Catholic Schools Office know by calling 209-466-0636.

Thank you very much!