



# DIOCESE OF BELLEVILLE

## Office of Education

Pastoral Center  
 Bldg #6, 2620 Lebanon Avenue, Belleville, IL 62221  
 Phone: 618-235-9601 Fax: 618-235-7115

I am interested in employment at \_\_\_\_\_ School or any school in the Diocese of Belleville.  
 (school name)

### Application for Employment in a Catholic School (EDUCATORS ONLY)

|   |       |        |                     |                |
|---|-------|--------|---------------------|----------------|
| Last Name   | First | Middle | Social Security No. | Date           |
| Prior Names:  |       |        |                     |                |
| Present Street Address                                | City  | State  | Zip                 | Daytime Phone  |
|   |       |        |                     | Evening Phone  |
| Permanent Address (If different from present address) |       |        |                     | Cell Phone     |
|   |       |        |                     | E-Mail Address |

I am a U.S. citizen or an alien authorized to work in the U.S.     Yes     No

Church Affiliation: Catholic     Yes     No    Other \_\_\_\_\_

I am employed/have been employed at a Diocesan school     Yes     No                      If yes, complete the following:

Name of school \_\_\_\_\_                      Dates employed    From \_\_\_\_\_ To \_\_\_\_\_

Position(s) held \_\_\_\_\_

Position(s) of Interest 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Full-time     Part-time                      Date available to begin working: \_\_\_\_\_

**Specific Employment Preference:**  
 (Indicate 1<sup>st</sup> Preference 1; 2<sup>nd</sup> Preference 2)

- ELEMENTARY:
- |                  |                    |
|------------------|--------------------|
| ___ Kindergarten | ___ Junior High    |
| ___ Primary      | ___ Administration |
| ___ Intermediate | ___ Double Grade   |
| ___ Departmental | ___ Counseling     |

LIST SUBJECT AREA:

1<sup>st</sup> Preference \_\_\_\_\_

2<sup>nd</sup> Preference \_\_\_\_\_

I am prepared to teach these subjects:

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

I hold a valid teaching certificate or professional license  Yes  No

Areas of certification \_\_\_\_\_

Certifying agency/Institution: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

The Diocese of Belleville and Diocesan schools comply with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record or mental or physical disability unrelated to ability to perform the duties of a position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified individuals. Acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

**EDUCATION HISTORY**

|                                  | Name and location of School | #Years/Credit hrs. completed | Graduated   | Minor/Major and Degree Received |
|----------------------------------|-----------------------------|------------------------------|---|---------------------------------|
| High School                      |                             |                              | Diploma<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |
| College                          |                             |                              | Diploma<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |
| Postgraduate School              |                             |                              | Diploma<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |
| Postgraduate School              |                             |                              | Diploma<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |
| Postgraduate School              |                             |                              | Diploma<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |
| Teacher Prep<br>Student Teaching |                             |                              | Grade Level/Subj  |                                 |

Please have your official transcripts showing degree(s) received sent to the Office of Education by the college or university granting the degree(s).

**EMPLOYMENT HISTORY - Please do not write "see resume" or "see curriculum vitae."**

List all present and former employment and volunteer positions beginning with your present or most recent position first. Use additional pages if needed. Include all other names worked under if different than your name on this application. *If reason for leaving was involuntary or you failed or refused to fulfill a teaching contract entered into with any school please give specifics. (You may attach a separate explanation if necessary.)*

|                              |                        |   |
|------------------------------|------------------------|---|
| <b>Employer Name</b>         |                        | <b>Phone</b><br>( )                             |
| <b>Address</b>               |                        | <b>Employed (Month &amp; Year)</b><br>From: To: |
| <b>Grade(s) Taught</b>       | <b>Subjects Taught</b> | <b>Annual Salary</b><br>Starting: Ending:       |
| <b>Reason(s) for Leaving</b> |                        |   |
| <b>Employer Name</b>         |                        | <b>Phone</b><br>( )                             |
| <b>Address</b>               |                        | <b>Employed (Month &amp; Year)</b><br>From: To: |
| <b>Grade(s) Taught</b>       | <b>Subjects Taught</b> | <b>Annual Salary</b><br>Starting: Ending:       |
| <b>Reason(s) for Leaving</b> |                        |   |

|   |                 |   |
|---|-----------------|---|
| <i>Employer Name</i>  |                 | Phone<br>(    )   |
| Address   |                 | Employed (Month & Year)<br>From:                      To: |
| Grade(s) Taught   | Subjects Taught | Annual Salary<br>Starting:                      Ending:   |
| Reason(s) for Leaving   |                 |   |
| <i>Employer Name</i>  |                 | Phone (    )  |
| Address   |                 | Employed (Month & Year)<br>From:                      To: |
| Grade(s) Taught   | Subjects Taught | Annual Salary<br>Starting:                      Ending:   |
| Reason(s) for Leaving   |                 |   |
| <i>Employer Name</i>  |                 | Phone<br>(    )   |
| Address   |                 | Employed (Month & Year)<br>From:                      To: |
| Grade(s) Taught   | Subjects Taught | Annual Salary<br>Starting:                      Ending:   |
| Reason(s) for Leaving   |                 |   |
| <b>Professional Activities: List memberships in professional associations.</b>                                      |                 |   |
|   |                 |   |
| <b>Honors/Awards: List academic honors and awards received within the past five years.</b>                          |                 |   |
|   |                 |   |
| <b>Interests and Achievements: List interests, achievements and significant life experiences outside education.</b> |                 |   |
|   |                 |   |

## INFORMATION FOR APPLICANT

MINIMUM PREPARATION: A Bachelor's degree is required for placement in an elementary school. A Master's degree is required for an administrator's position.

CERTIFICATION: A degree certificate issued by the Illinois State Board of Education is required. To qualify for a degree certificate, transcripts must indicate a Bachelor's degree, including the required number of semester hours in education.

1. Please describe any aspect of your training or experience (e.g., extra-curricular activities in high school or college; projects directed while teaching or in administration; parish or civic activities) which would be an asset for the position you have requested.
2. How do you view your role as a teacher or administrator in a *Catholic* school?
3. How important do you consider your own Christian attitudes and practices in your role as a teacher or administrator?

**PROFESSIONAL REFERENCES:** List three persons who know of your success or probable success in your position of interest (supervisor, principal, department head, etc.) and request each to submit a professional letter of reference to the Office of Education. Recent graduates may substitute their placement file from college.

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**PERSONAL REFERENCES:** List three. Please request each person listed to send a letter of character reference to this office; if possible, request one from your parish priest, deacon or minister.

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Please list the languages in which you are fluent:

Language: \_\_\_\_\_  Spoken  Written

Language: \_\_\_\_\_  Spoken  Written

Language: \_\_\_\_\_  Spoken  Written

# IMPORTANT

**PLEASE READ THE POLICY STATEMENT OF THE DIOCESE OF BELLEVILLE ATTACHED TO THE BACK OF THIS PACKET (YELLOW SHEET). THIS POLICY STATEMENT SHOULD BE DETACHED FROM THIS PACKET AND KEPT WITH YOUR PERSONAL RECORDS.**

You must complete questions I, II, III & IV because the position(s) for which you are applying will involve significant contact with children or other vulnerable individuals, e.g., elderly, mentally or emotionally disabled, etc.

I. Has a civil or a criminal complaint ever been filed against you that alleged *sexual misconduct or child abuse* by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)?  Yes  No

If yes, explain in full (attach a separate sheet of paper if necessary). Please provide the date, nature and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify by name and title the person(s) who investigated the complaint.

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II. Have you ever served or do you presently serve as an employee or a volunteer in a *non-teaching* capacity for any organization, entity or group in which you had significant contact with children or other vulnerable populations (e.g. elderly, mentally or emotionally disabled, etc.)?  Yes  No

If yes, please provide the name, address and phone number of the organization; period of volunteer service; supervisor's name; and briefly describe your activities and/or duties.

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III. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action, *for reasons relating to allegations of sexual misconduct or child abuse by you?*  Yes  No

If yes, please explain (attach a separate sheet of paper if necessary). Please include in your explanation the date, nature and place of the occurrence(s) or allegations(s) and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address and telephone number.

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IV. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?

Yes  No

If yes, please explain (attach a separate sheet of paper if necessary). Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

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**IMPORTANT: THE FOLLOWING STATEMENT MUST BE READ AND SIGNED**

The information provided in this application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I grant permission to check my background and references and release the Diocesan schools, parishes, or agencies from any and all resultant liability.

Further, I grant permission to the Diocese of Belleville to release this application and attendant documents to the appropriate search committees and prospective employers within the Diocese of Belleville. I understand my signature absolves and releases the Diocese of Belleville, all parishes, schools and agencies from any and all liability for any and all legal action involving relinquishment of the information to others.

If employed, I will abide by the policies and procedures of the Diocese of Belleville Child Protection Policy. I also hereby acknowledge that I received, read, and understand the Diocese of Belleville Sexual Misconduct Policy and Code of Conduct (see yellow sheet). I agree to conduct myself in accordance with these policies. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Upon termination, I authorize the release of reference information by the employing schools.

I understand that if employed in a school I will have significant contact with children while performing my duties and am required to undergo criminal background checks before working with children.

I will be required to furnish proof of identity and eligibility to work in the U.S. once a conditional job offer has been made. I understand that, if hired, I will be subject to employment at-will.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**This section to be completed by principal or agency director only**

The necessity of passing criminal background checks has been explained to this applicant. Offers of employment or acceptance of volunteer services may only be made contingent upon the applicant successfully completing the criminal background checks and being legally authorized to work in the U.S. References may be checked before extending an offer of employment. This completed application will be mailed without delay to the Catholic Pastoral Center, Office of Education, Diocese of Belleville, 2620 Lebanon Avenue, Belleville, IL 62221.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of parish, school, or agency

\_\_\_\_\_  
(Area code) Telephone number

Diocesan Location Number: 

|     |
|-----|
| 138 |
|-----|

(Rev.02/04 TK/lmk)

## **Guiding Principles for the Schools in the Diocese of Belleville**

Catholic schools function at several interlocking levels within the educational ministry of the Church. As academic institutions, they enable students to acquire skills, knowledge, occupational competence and civic responsibility. As Christian institutions committed to the teachings of the Catholic Church, Catholic schools prepare students to respond in faith to Jesus Christ and to understand his message, to view human existence in terms of divinely appointed goals, to follow moral standards of conduct and to achieve integrity of character. As Catholic communities of faith, schools deepen the ties between pastor, priests, faculty, parents and students. Building community in all areas of like, Catholic schools foster a spirit of service to humanity and a feeling of fellowship transcending individual difference.

Catholic schools seek primarily to serve all Catholic parents who seek Catholic education for their children. Because the ultimate responsibility for education rests with parents, schools welcome parent participation in policy decisions through formal channels and encourage informal communication at all levels in such matters as personnel, curriculum and finances. Pastors, administrators and teachers cooperate by fulfilling their respective responsibilities toward the school program. All parties together assess effectiveness in relation to the progress and needs of each student. To the community at large, Catholic schools represent a successful educational alternative, striving for academic excellence without sacrificing Catholic values. The development of each individual student is fostered through innovation and effective use of resources.

All employees and volunteers are required, as a condition of employment and acceptance of volunteer services, to teach and exemplify the guiding principles set forth above.

### **Statement of Acceptance of Guiding Principles**

I understand that any omission or misrepresentation in this application, or failure to teach and exemplify the Guiding Principles as set forth above, may result in refusal of services or separation from employment.

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**Signature of Applicant**

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**Date**



## **POLICY STATEMENT OF THE DIOCESE OF BELLEVILLE**

Diocesan clergy, religious personnel, lay employees and volunteers of the Diocese of Belleville, while performing services for the Church, shall not engage in sexual conduct that is unlawful or harmful and contrary to the moral instructions, doctrines and canon law of the Catholic Church. Such conduct is contrary to Christian principles and is outside the scope of the duties and/or employment of all personnel or volunteers of the Diocese.

Employees and/or volunteers must comply with all relevant state and federal laws, including:

- the Illinois Abused and Neglected Child Reporting Act.
- the laws prohibiting sexual harassment in the work place. Sexual harassment includes but is not limited to slurs, jokes, sexual advances, requests for sexual favors and all verbal, graphic or physical conduct of a sexual nature.

Any employee or volunteer of the Diocese of Belleville who suspects an incident of any sexual misconduct by any diocesan clergy, religious personnel, lay employee or volunteer must immediately report such incident to Rev. John McEvilly, the Vicar General of the Diocese. The matter will be investigated and where appropriate, disciplinary action will be taken.

Do not assume that the diocese is aware of any sexual misconduct. It is your responsibility to report incidents of which you know.

(02/06 TK)

## **CODE OF CONDUCT POLICY**

As personnel (as defined in the Child Protection Policy), I certify and voluntarily agree to abide by the following **CODE OF CONDUCT**

- I will exhibit the highest Christian ethical standards and personal integrity.
- I will conduct myself in a manner that is consistent with the discipline and teachings of the Catholic Church.
- I will provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.
- I will avoid taking unfair advantage of the counseling relationship.
- I will not physically, sexually or emotionally abuse or neglect a child or adult.
- I will report any suspected abuse or neglect of a child to the Child Abuse Hotline 1-800-252-2873 and to the victim assistance coordinator.
- I will accept personal responsibility to protect children from all forms of abuse.