

**CATHOLIC SCHOOLS  
DIOCESE OF NASHVILLE  
EMPLOYMENT APPLICATION**

**SECTION 1 – PERSONAL DATA**

**DATE** \_\_\_\_\_

GENERAL INSTRUCTIONS

Please fill in all the blanks. If an item does not apply, use NA. If additional space is needed to complete questions, please attach additional pages.

\_\_\_\_\_  
Last name                      First name                      Middle name                      Social security number

\_\_\_\_\_  
List other names used in work history                      Religious name if different from above

\_\_\_\_\_  
Full name of religious community and initials                      City & state of provincialate

\_\_\_\_\_  
Home address: no., apt. no., street, city, state, zip                      Home phone

\_\_\_\_\_  
Work address: school/firm, no., street, city, state, zip                      Work phone

\_\_\_\_\_  
Email address                      Cell phone

Have you ever been accused of child abuse/child sexual abuse? \_\_\_\_\_

Have you ever been convicted of child abuse/child sexual abuse? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

**SECTION 2 – EDUCATIONAL BACKGROUND**

<u>NAME OF SCHOOL, COLLEGE/UNIVERSITY</u>	<u>CITY &amp; STATE</u>	<u>DATES ATTENDED</u>	<u>DEGREE EARNED</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PRACTICE TEACHING**

_____ School	_____ Address, city, state, zip	_____ Dates	_____ Subject/grade
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_____ School	_____ Address, city, state, zip	_____ Dates	_____ Subject/grade
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**CERTIFICATION**

_____ State/agency	_____ Type	_____ Area	_____ Cert. no.	_____ Date issued	_____ Expiration
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State/agency	Type	Area	Cert. no.	Date issued	Expiration
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List major workshops, seminars, internships, grants, summer programs in which you have participated in the last five years and which are not normally part of a degree program. (Do not include conventions, single meetings, etc.)

Program-place	Sponsor	Date	Field
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Program-place	Sponsor	Date	Field
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Please list all of your teacher associations and other professional association memberships:

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### SECTION 3 – PRESENT EDUCATIONAL ASSIGNMENT AND EXTRA-CURRICULAR INVOLVEMENT

School where presently employed	Position(s) held
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Street and no.	City, state, zip	Grade(s) taught
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Subject taught if departmentalized	Total no. of students taught this year	Hours spent teaching
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Hours spent in other school-related (not preparation) tasks. Specify.

If your present teaching situation is unique (e.g., team teaching), please explain.

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Please circle any of these extra-curricular activities in which you are engaged as a part of your present assignment or as an extension of it: sports    dramatics    music    forensics    school paper/yearbook    community programs    other

Specify and give details of your participation here:

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Enter below formally organized out-of-school religious education programs, for either children or adults, in which you assist.

Name of parish or school	Grade level	Hours per week	Number of students
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Grade level	Hours per week	Number of students
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Comments: \_\_\_\_\_

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**SECTION 4 – PREVIOUS EXPERIENCE**

**POSITIONS IN EDUCATIONAL INSTITUTIONS.** List all prior educational employment below. Put most recent first.

CITY AND STATE	SCHOOL	YOUR TITLE	GRADE/SUBJECT	FROM	TO

May we contact your present employer?  Yes  No      If not, please explain \_\_\_\_\_

**OTHER EXPERIENCE** - Include all full-time educational and non-educational experience during the past five years, whether or not it has pertinence for a position in education. In addition, list other experience, which though not academic, has been of service in preparing you for a position in education. List the most recent first.

EMPLOYER AND ADDRESS	NATURE OF EXPERIENCE	FROM	TO

Have you ever been dismissed or forced to resign?  Yes  No      If yes, please explain \_\_\_\_\_

**SECTION 5 – PROFESSIONAL ASPIRATIONS**

**NEW APPLICANTS:** Skip 1-3; answer only 4-5. **PRESENT STAFF:** Answer all questions.

1. Would you be amenable to assignment to a different school or agency?  Yes  No  
 Do you have any reservations regarding the type of administration or religious community affiliation?  
 Yes  No  
 Explain: \_\_\_\_\_

2. Is there a particular grade, subject, specialized assignment, or administrative position that you feel qualified to teach or perform and are not now doing?  Yes  No      If answer is yes, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Is there a position you will soon be qualified to fill and are interested in?  Yes  No      If yes, please explain: \_\_\_\_\_

4. If you would like to work in a program(s) that can be described by any of the options below and are not now doing so, please check the program(s) and indicate your reasons and any qualifications:

<input type="checkbox"/> Differentiated staff	<input type="checkbox"/> Learning disabled	<input type="checkbox"/> New curricula
<input type="checkbox"/> Auxiliary personnel	<input type="checkbox"/> Handicapped	<input type="checkbox"/> Gifted
<input type="checkbox"/> Team teaching	<input type="checkbox"/> Community relations	<input type="checkbox"/> Bilingual
<input type="checkbox"/> Individualized Inst.	<input type="checkbox"/> Work-study	<input type="checkbox"/> Non-graded
<input type="checkbox"/> Intern/Student teaching	<input type="checkbox"/> Mainstreaming	<input type="checkbox"/> Other

5. Please list any articles or books which you have published, including name and date of the journal(s), publishing company and publication date of book(s).

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**SECTION 6 – NEW APPLICANT DATA**

(Present personnel, skip this section and proceed to signature area, below.) List all positions which you are qualified to hold and wish to be considered for, in order of preference.

<b>GRADE LEVEL</b>	<b>SUBJECT OR SPECIALTY</b>	<b>INDICATE FULL-TIME/PART-TIME AVAILABILITY</b>

I have the following preference as to school or location in which to teach:

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**REFERENCES:** (Three persons able to give information about your qualifications for the position for which you are applying.)

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE NO.</b>	<b>OFFICIAL POSITION</b>

How soon will you be available? \_\_\_\_\_ How long will you be available? \_\_\_\_\_  
If under contract, when are you required to sign next year's contract? \_\_\_\_\_  
Reasons for leaving your present (or most recent) employment? \_\_\_\_\_

If you have placement papers on file with a placement bureau/college placement office, give full address.

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**The Diocese of Nashville is an Equal Opportunity Employer. All candidates will be evaluated on the basis of their qualifications for the job in question. Federal and/or State law prohibits discrimination on the basis of race, color, sex, national origin, age, disability or any other protected status. Please advise us if any accommodations are required to assist you in the application process.**

**The Diocese of Nashville does not offer Unemployment Insurance.**

**I affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any 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.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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