



Office of  
Catholic Schools

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**DIOCESE OF GARY**

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Dear Teacher Applicant,

Included in this packet are all the forms necessary to complete a credentialed application to teach in our diocesan catholic school system. The teacher applying to a particular school must first apply to the Diocese of Gary Schools Office in order to complete a credential file (detailed below). The application form and the forms included in the checklist below should be completed and returned to the Schools Office. Be sure to include all the essential data about yourself and your experience.

Please have official transcript(s) of your undergraduate and graduate work sent to this office by your college(s). If only a partial transcript can be submitted at this time, a complete transcript showing degree awarded must be submitted before you assume teaching duties. If you are registered with your college placement office, request that your placement file be sent to this office.

It is suggested that you use as references your critic or supervising teacher and others who know you well. The two forms should be sent directly to this office by the persons to whom they are given. When all required material has been reviewed, your application will be made available to our catholic school principals with potential staff openings.

If you accept a position with another school system, or for any other reason no longer wish to teach in the Diocese of Gary, **please** notify this office to remove your application from the list of available applicants.

Also enclosed are the diocesan policies for Safe Environment, Faith Formation, Pre-employment Drug Testing, and Fingerprint screening/Expanded Criminal History check. Please read these policies carefully since it is the expectation that all diocesan teachers comply with these policies.

We are pleased that you have expressed an interest in teaching in one of the Diocese of Gary's Catholic Schools and look forward to receiving your application. Welcome!

**CREDENTIAL FILE CHECKLIST**

**Please submit the following to the Schools Office:**

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|---|--|
| <input type="checkbox"/> Application & Teacher Experience Chart | <input type="checkbox"/> Pastor/Spiritual Leader Approval Form |
| <input type="checkbox"/> Résumé / Placement File                | <input type="checkbox"/> Verification of Experience Form       |
| <input type="checkbox"/> Official College Transcripts           | <input type="checkbox"/> Map of Teaching Preference Cities     |
| <input type="checkbox"/> Copy of State License Certification    | <input type="checkbox"/> Reference Forms (at least 2 required) |
| <input type="checkbox"/> Indiana Background Check Form          |  |