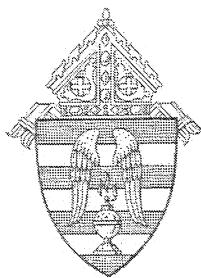


Diocese of Gary

Teacher Application & Credential File Packet



Office of  
Catholic Schools

**DIOCESE OF GARY**

9292 Broadway  
Merrillville, IN 46410-7088

219-769-9292 ext. 233  
219-738-9034 Fax  
Email: kmarkham@dcgary.org

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.

**All information for the credential file must be submitted to the Diocese of Gary Schools Office before a contract will be issued for a teaching assignment. A teacher applying to a particular school must first apply to the Diocese of Gary Schools Office in order to complete a credential file.**

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:**

- Application & Teacher Experience Chart
- Résumé / Placement File
- Official College Transcripts
- Copy of State License Certification
- Indiana Background Check Form
- Fingerprint Screening
- Pastor/Spiritual Leader Approval Form
- Verification of Experience Form
- Reference Forms (at least 2 required)
- Drug Testing
- Expanded Criminal History Check