

A 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):

Credential file requires:

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| 1. Application (3 pages) | 8. Resume |
| 2. Teacher Experience Chart | 9. Official College Transcripts |
| 3. Verification of Experience Record | 10. Copy of State License / |
| 4. Letter of Reference (2 required) | Certificate |
| 5. Pastor/Spiritual Leader Approval Form | |
| 6. Map of Teaching Preference Cities | |
| 7. Indiana Background Check Form | |

The following documents are for your information:

1. Applicant Cover Letter
2. Safe Environment Policy
3. Faith Formation Policy
4. Pre-employment Drug Screen Policy
5. Fingerprint Screening / Expanded Criminal Check Policy
6. Benefits for Full Time Teachers
7. Salary Schedule
8. Diocese of Gary Schools Directory

Schools Office Contact:

Darlene Marchina
Coordinator of School Visits
Diocese of Gary Schools
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Merrillville, IN 46410
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Equal Employment Opportunity Policy

The Diocese of Gary and all its' entities is an Equal Opportunity Employer with the guidelines established for religious organizations in Federal and State law. We are committed to providing equal employment opportunity in all employment policies and practices. Consequently, it is the constant goal of the Diocese of Gary to administer its policies without regard to race, color, religion, national origin, age, gender, marital status, veteran status, service membership, sexual orientation, amnesty or physical disabilities (not affecting one's ability to perform the essential functions of one's job with or without accommodation). This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, benefits, leaves of absence, compensation and training. There are certain positions in the Diocese of Gary for which it is necessary to be Catholic, and some positions for which preference in hiring shall be given to people who are practicing Catholics and who have a full understanding of the Catholic faith. Such preference is allowed under state and federal law as a bona fide job qualification, and does not constitute an act of discrimination. It is the goal of the Diocese of Gary to offer employment opportunities to the most qualified candidate. It is also the goal of the Diocese of Gary to offer employment opportunities to women at all levels, except those positions precluded by canon law.