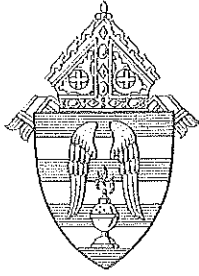


Diocese of Gary

Teacher Application & Credential File Packet



**DIOCESE OF GARY**

9292 Broadway  
Merrillville, IN 46410-7088

219-769-9292 ext. 232  
219-738-9034 Fax

Office of  
Catholic Schools

Dear Teacher Applicant,

Included in this packet are the forms necessary to complete a credentialed application to teach in the Diocese of Gary Catholic Schools.

The application form along with a resume and copy of Indiana teaching license should be submitted to the principal of the school to which you are applying **and** to the Diocese of Gary Schools Office.

After an interview takes places and if a decision is made to hire, you will be expected to complete and submit the necessary documents identified on the attached sheet. **All documents listed are to be submitted to the Diocese of Gary Schools Office no later than August 15<sup>th</sup>.** When all documents have been received, a contract will be issued and sent to the school of your employment.

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!

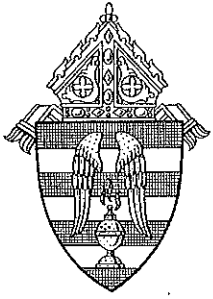
If you have any questions, please contact the Diocese of Gary Schools Office at 219-769-9292 ext. 232.

**CREDENTIAL FILE CHECKLIST**

Found on [www.dcgary.org](http://www.dcgary.org) –Catholic Schools—Resources

**Please submit the following to the school to which you are applying:**

- Application
- Résumé
- Copy of State License Certification



Chancery/Pastoral Center

## **DIOCESE OF GARY**

9292 BROADWAY  
MERRILLVILLE, IN 46410-7088

219-769-9292  
219-738-9034 Fax

## **DIOCESE OF GARY SCHOOLS**

### **CREDENTIAL FILE FOR NEW TEACHERS**

Teachers who are hired to teach at any schools in the Diocese of Gary must complete and submit to the Diocese of Gary Schools Office the items below in order to complete their certified teacher credential file.

- |  |   |
|--|---|
| 1. Teacher Application (3 pages)           | on website  |
| 2. Letters of Reference (2 required)       | on website  |
| 3. Pastor / Spiritual Leader Approval Form | issued by hiring principal                                |
| 4. Verification of Experience Form         | issued by hiring principal                                |
| 5. Resume                                  |   |
| 6. Transcripts                             |   |
| 7. Indiana Teaching License                |   |
| 8. Expanded Child Protection Check Form    | issued by hiring principal                                |
| 9. Drug Screen Results                     | signed authorization issued by<br>Diocesan Schools Office |
| 10. Fingerprint Scan Results information   | issued by hiring principal                                |
| 11. Verification of VIRTUS training        | verified by hiring principal                              |
| 12. Intent to Hire Form                    | submitted by hiring principal                             |

**All forms listed above are to be submitted to the Diocese of Gary Schools Office before a teaching contract can be issued.**

**All documents are due in the Diocese of Gary Schools Office no later than August 15<sup>th</sup>.**

**CREDENTIAL FILE FOR NEW TEACHER APPLICANTS**

APPLICANT		SCHOOL
<b>Packet Sent:</b> <b>Screening Info Sent:</b>		
DOCUMENTS	RECEIVED	DATE
Application		
Letter of Reference 1		
Letter of Reference 2		
Additional Letters of Reference		
Pastor Approval Form		
Verification of Experience		
Teacher License		
Transcripts		
Virtus Certificate (school to verify)		
Resume		
Drug screening Results		
Fingerprint Scan Results		
Expanded Child Protection Check	date submitted:	date received:
Intent to Hire Form		
<b>CONTRACT ISSUED:</b>		



APPLICATION FOR EMPLOYMENT
DIOCESE OF GARY CATHOLIC SCHOOLS

9292 Broadway
Merrillville, Indiana 46410-7088

www.dcgary.org

219-769-9292

PERSONAL INFORMATION

Full Name: Please Print! (Last) (First) (Middle)

Current Address: Apt. No.

City: State: Zip Code:

1st Telephone # ( ) 2nd Telephone # ( )

Permanent Address: Apt. No.

City: State: Zip Code:

Religious Preference: (Affiliation) (Church attended) (Location)

Date Available for Work: Social Security #: - -

Why have you chosen to apply for a Catholic school teaching position?

Email address:

INDIANA TEACHER CERTIFICATION

Indiana Teacher License Number Expiration Date / /

Subjects Certified to Teach

Have you applied for an Indiana Teaching License? Yes No Date

Semester Hours needed to receive an Indiana Teacher License?

Other license: please specify state and expiration date

Additional Information

Have you been employed by a parish/school in the Diocese of Gary in the past? YES NO

If yes: Location Parish/School, City From: Month/Year To: Month/Year

Have you lived outside the state of Indiana in the last five years? YES NO

Are you a U.S. citizen or an alien legally eligible to work in the U.S.? YES NO

Were you ever convicted of a felony or a misdemeanor (other than a minor traffic violation)? YES NO

If yes, describe. A conviction of a crime will not automatically preclude employment.

POSITION DESIRED

Pre-School / Kindergarten

Primary Grades (1-3)

Intermediate Grades (4-6)

Junior High (7-8)

High School (9-12)

SUBJECTS or GRADES Preferred

# 1

# 2

# 3

## EDUCATIONAL BACKGROUND

- ◆ HIGH SCHOOL \_\_\_\_\_ City/State \_\_\_\_\_
- ◆ COLLEGE \_\_\_\_\_ City/State \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_
- ◆ COLLEGE \_\_\_\_\_ City/State \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_
- ◆ COLLEGE \_\_\_\_\_ City/State \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_
- ◆ STUDENT TEACHING School \_\_\_\_\_ City/State \_\_\_\_\_  
Grades/Subjects \_\_\_\_\_ Supervisor \_\_\_\_\_

## REFERENCES (Professional)

Please list three individuals who are familiar with your professional work including your most recent employer. If you are a beginning teacher, please include college instructors, cooperating/supervising teachers, faculty advisor.

- ◆ Name \_\_\_\_\_ Position \_\_\_\_\_  
School/Firm \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_
- ◆ Name \_\_\_\_\_ Position \_\_\_\_\_  
School/Firm \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_
- ◆ Name \_\_\_\_\_ Position \_\_\_\_\_  
School/Firm \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_

*I state and affirm that I am not currently obligated or bound under an employment contract or other agreement which would interfere with my ability to perform duties as an employee of The Diocese of Gary or any of its agencies. No person, partnership or corporation has a contractual right under any employment contract or other agreement to bring an action against me in the event that I accept employment with The Diocese of Gary or any of its agencies.*

*I understand that any employment or offer of employment is contingent on my meeting the employment eligibility requirement of the Immigration Reform and Control Act of 1986. I further understand that my employer may at its discretion, modify, amend or terminate present or future policies or practices relating to wages, hours, benefits, or other terms and conditions of employment.*

*The information contained in this application is true and correct to the best of my knowledge. I understand that any falsification or misrepresentation of the information I have provided in this application will result in my discharge should I be employed by The Diocese. I further authorize you and any interested party to verify any information I have provided in this application. This information may include present and former employers, educational and training institutions, verification and information checks with the Social Security Administration, criminal courts, state and county repositories of criminal records, Department of Motor Vehicles, credit bureaus, and employer mutual associations. I also authorize my present employer and any previous employers, present or previous fellow employees, educational and training institutions, and any other persons to furnish any information concerning my personal character, habits, or employment records to you and hereby release all such persons from any liability for furnishing such information. I understand that any employment or offer of employment is contingent on the results of a criminal history check.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

## WORK EXPERIENCE

List all employment starting with present or most recent employer. Account for all periods, including unemployment and service with U.S. Armed Forces. Also include relevant volunteer and/or part-time work experience. Use additional sheets if necessary.

1) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Salary \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

2) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Salary \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

3) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Salary \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

4) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Salary \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

**DIOCESE OF GARY  
CATHOLIC SCHOOLS OFFICE  
9292 BROADWAY MERRILLVILLE, IN 46410  
Reference Form**

(Please deliver this form to individuals who are familiar with your professional work including your most recent employer. If you are a beginning teacher, please include college instructors, cooperating/supervising teachers, faculty advisor.)

May we have your evaluation of \_\_\_\_\_ who is applying for a position with the Diocese of Gary Catholic Schools. Your reply will be appreciated and treated confidentially. Please check each of the items below in one of five columns. (Items which do not apply should be omitted).

Please return this form to the above address.

		SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNSATISFACTORY
<b>PERSONAL QUALITIES:</b>	General Appearance					
	Health					
	Initiative					
	Self-Reliance					
	Tact					
	Voice					
<b>PROFESSIONAL TRAITS:</b>	Understanding of Students					
	Team Work					
	Professional Growth					
	Use of English					
	Regular Attendance					
	Punctual					
	Interest in School Activities					
	Report with Parents					
<b>CLASSROOM MANAGEMENT:</b>	Community Leadership					
	Discipline and Order					
	Personal Interest in Pupils					
	Care of Room					
<b>TECHNIQUE OF TEACHING:</b>	Attention to Reports					
	Daily Preparation					
	Motivation					
	Use of A-V Materials					
	Technology Integration					
	Attention to Students' Needs					

In what capacity have you known the applicant? \_\_\_\_\_

Has the applicant any physical, mental, or social peculiarities which could make him/her undesirable as a teacher? Explain: \_\_\_\_\_

Would you employ the applicant for a similar position? \_\_\_\_\_

SIGNATURE & TITLE

SCHOOL/FIRM

ADDRESS

CITY

STATE

ZIPCODE

DATE

TELEPHONE #



**DIOCESE OF GARY  
CATHOLIC SCHOOLS OFFICE  
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SIGNATURE & TITLE

SCHOOL/FIRM

ADDRESS

CITY

STATE

ZIPCODE

DATE

TELEPHONE #