

EMPLOYMENT APPLICATION

Teaching Positions

Parish and Archdiocesan Catholic Schools

Catholic Schools in the Archdiocese of Portland in Oregon are committed to providing equal employment opportunities for all persons without regard to legally protected status, including but not limited to, actual or perceived race, color, sex or gender, pregnancy, national origin or ancestry, age (18 and over), disability, genetic information, veteran or uniformed servicemember status, on-the-job injuries, marital status, family status, sexual abuse victim status, domestic abuse victim status, or sexual assault or stalking victim status. However, as a religious organization, the Parish/Archdiocesan School is not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on the religious beliefs, practices, and the teachings of the Roman Catholic Church.

The overriding mission of a Catholic school is to develop and maintain a Roman Catholic faith community, and to offer a quality education that meets the needs of students, the Archdiocese of Portland Catholic educational standards, and is in conformity with the teachings and educational charter of the Catholic Church. The school environment is intended to reflect 1) the doctrines, laws, norms, and teachings of the Roman Catholic Church and 2) a philosophy of education that supports the evangelizing mission of the Catholic Church and fosters the Catholic faith for the entire school community.

In recognition of this unique commission, all school personnel – administrators, teachers, and staff – are considered ministers, called to be role models of the Gospel of Jesus Christ and share in the teaching ministry of the Catholic Church. Personnel are thus expected to model Christian values and live an exemplary life, both in and out of school. You will be expected to maintain by your words, actions and lifestyle a position that is in conformity with the teaching, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Archbishop of Portland in Oregon, in his sole discretion.

While all teachers of religion, catechesis, and theology must be Catholic, it is recognized that teachers of other faiths can make valuable contributions as members of the teaching staff. Teachers and administrative personnel who belong to other Churches, ecclesial communities or religions, as well as those who do not profess any religious belief, have the obligation to recognize and respect the Catholic character of the school from the moment of their employment. These teachers are employed on the condition that they understand and are fully committed to the distinctive purpose and mission of Catholic education.

Accommodation in the application process: If you believe you may need reasonable accommodation in the application process due to disability (to help to fill out this application form or during any phase of the application, interview, or selection process) please notify the school principal or designated hiring agent so that appropriate accommodations can be made for you.

Requested application documents: As part of the application process, you are asked to submit the following information with your application directly to the school hiring agent:

Current resume/CV (Include employment history, educational history, and degrees, any information specific to your educator credentials, any job-related professional trade, business, civic activities, organization and/or associations.) You may choose to omit those that indicate race, color, national origin, ancestry, or disability, etc.

- 1. LETTER OF INTEREST:** *Why are you interested in working in a Catholic school?*
- 2. PHILOSOPHY OF CATHOLIC EDUCATION STATEMENT** responding to the following: *What is the mission and purpose of Catholic education? What must be true about teaching and learning for a Catholic school to fulfill its mission?*
- 3. COPY OF ANY TEACHING CREDENTIAL OR LICENSES.**
- 4. LETTER OF RECOMMENDATION FROM YOUR PASTOR OR PARISH PRIEST** (if Catholic). If non-Catholic letter of recommendation from leader in your place of worship.
- 5. PROFESSIONAL LETTERS OF RECOMMENDATION AND WAIVER FORMS** (at least 2).
Waivers may be accessed [here](#)

GENERAL INFORMATION

Date: _____

Last Name: _____ First Name: _____ MI: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (home) _____ (mobile) _____

Email Address: _____

May we call you at your current employment? Yes No

Applying for what position: _____

Available to work: Full Time Part Time Temporary

Are you legally authorized to work in the US? Yes No

Note: If you are hired, you will be asked to provide proof of your work eligibility.

Are you at least 18 years of age? Yes No

Religious affiliation: _____

Name/location of Catholic parish or place of worship you regularly attend: _____

Pastor or Minister Name: _____

Pastor or Minister Contact Information: _____

Have you worked or volunteered for the Catholic Church or similar organization? Yes No

If Yes, where? _____

How did you hear about us? Select all that apply.

- | | |
|--------------------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Relative |
| <input type="checkbox"/> Employee of School | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Archdiocese of Portland Website-Job Board | <input type="checkbox"/> Job Fair: _____ |
| <input type="checkbox"/> Other Job Board: _____ | |
| <input type="checkbox"/> Other: _____ | |

Salary Expectations: According to local salary schedule Negotiable Other (Please specify): _____

Grade Level Preference: PreK PreK-8 High School (9-12)

Content-Area Teaching Preference(s): Elementary

General:

- ELA (6-12) Math (6-12) History/Soc.St. (6-12) Science (6-12)
 Catechesis/Theology (6-12) Specialist (PE, Art, Music, Tech, etc. – specific below)
 Other: _____

Catholic School Mission and Philosophy



In accordance with the Code of Canon Law of the Catholic Church ("Canon Law"), by accepting employment in a Catholic School, the Teacher receives an ecclesiastical office with ministerial rights and duties. The Teacher is called to be a role model and a witness to the Gospel of Jesus Christ. As such the Teacher agrees to:

- a. respect and uphold the evangelizing mission of the Catholic Church and Catholic beliefs, principles, and teachings.
- b. aid in Christian formation by exemplifying a lifestyle of Christian principles both in school and out of school.
- c. be outstanding in integrity of life exhibiting and maintaining a lifestyle and professional conduct that is in conformity and is compatible with Catholic moral doctrine, teaching standards, doctrines, laws, and norms, as interpreted by the Archbishop of Portland in Oregon ("Archbishop") in his sole discretion.
- d. not commit nor permit any act that will lead to scandal, tend to demean or degrade him/her in society or bring the Teacher or the School into public disrepute.
- e. not commit to any obligations outside the School that would be detrimental to his/her presence or

performance as a faculty member of the School or the standing of the School as a Roman Catholic educational institution.

The Teacher agrees to comply with the philosophy of the School as established by the magisterium of the Catholic Church under the authority of the Archbishop of Portland in Oregon ("Archbishop"), and as interpreted by the School. The Teacher agrees to function under the authority and direction of the Pastor and the School principal as a contributing member of the Parish School community. The Teacher shall participate constructively in creating an atmosphere in which the Christian life of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened harmoniously.

Teacher's duties include, but are not limited to: (1) participating in the life and activities of the school, including religious activities; (2) providing classroom teaching and instruction grounded in the principles of and fidelity to Catholic doctrine; (3) developing curriculum; (4) supervising students and student activities; (5) attending faculty meetings, parents' nights and other teaching-related meetings; and (6) performing such other duties as may be assigned by the School principal.

Are you willing to accept the expectations for the position, and do you feel capable of functioning effectively in this situation as a contributing member of a Catholic school community? ___Yes ___No

If No, please explain:

[Empty dotted-line box for explanation]

I have reviewed the requirements for the position for which I am applying and understand that if hired I will be required to perform the essential functions of the position. If hired I will be able to perform the essential functions of the position, with or without reasonable accommodation. ___Yes ___No

If No, please explain:

[Empty dotted-line box for explanation]

CHARACTER QUESTIONS

You must answer each of the following question by choosing "No" or "Yes".
Include a brief explanation for any "Yes" answers.

Have you ever been suspended or asked to resign a position in any field? ___Yes ___No

If Yes, please explain:

Have you ever been released or have you ever resigned from any education position or school related employment because of misconduct or unsatisfactory service? ___Yes ___No

If Yes, please explain:

Have you ever resigned from an educational position while under investigation for misconduct or unsatisfactory service? ___Yes ___No

If Yes, please explain:

Have you ever failed, for any reason other than medical reasons, to complete a contract for professional service in any educational field? ___Yes ___No

If Yes, please explain:

Have you ever had a teaching or administrative license/credential revoked or suspended? ___Yes ___No

If Yes, please explain:

CHARACTER QUESTIONS

Have you ever been denied a teaching or administrative license/credential for which you applied?

Yes No

If Yes, please explain:

Have you ever surrendered a teaching license/credential before its expiration? Yes No

If Yes, please explain:

Have you ever been disciplined by a state agency responsible for licensure of educators? Yes No

If Yes, please explain:

REFERENCES

PLEASE LIST THREE PROFESSIONAL REFERENCES

Name/Job Title/Relationship	Company/Organization	Telephone & Email	Years Known

Certification and Authorization to Verify Information

Certification of my information

I certify that the information I have reported in this application is true and complete. I attest to the fact that my answers are correct to the best of my knowledge and ability. I certify that I have not knowingly withheld any information sought or that might affect my chances of being hired. I understand that any false information or omission, on this application or any other document used in support of my application, is grounds for rejection of my application (or termination of my employment if discovered after my hiring).

Authorization to verify information

I authorize the Employer to check and verify any of this information, unless I indicate in writing to the contrary. This includes, but is not limited to, authorization to verify my references, record of employment, educational record, and all other information I provided. Unless otherwise indicated, I authorize the references and other persons listed on this application, as well as other persons contacted, to verify and/or disclose, without prior notice to me (a) the information I have supplied in connection with this application, and (b) any and all information concerning my previous employment, and/or any other pertinent details they may have.

Release

I also release and discharge to the extent permitted by law the Employer and its employees, the Archdiocese of Portland in Oregon and its employees, any individual or agency obtaining information for the Employer or the Archdiocese of Portland in Oregon my personal and professional references, and my former employers, from any and all claims, demands, damages, losses, liabilities, costs, and other expenses arising out of or in any way related to such verification or disclosure of information.

Applicant Signature

Date

Application Is Not a Contract / At-Will Employment Statement

I understand that, if I am hired, I will be an at-will employee in the absence of a written employee agreement that states otherwise. As an at-will employee, I may terminate my employment with the Parish/School at any time, for any reason. The Parish/School may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

Applicant Signature

Date

Background Check and Criminal Record Review

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States.

I also understand that all offers of employment are contingent upon the successful completion of a criminal background check. While criminal history information is not sought in the employment application, an applicant's criminal history (if any) will be part of the background check, and all offers of employment are contingent upon clear results of that review. In a criminal history review, which includes criminal convictions and pending/unresolved criminal charges, the following factors will be considered:

- The nature of the crime and its relationship to the position offered/sought;
- The time since conviction;
- The number (if more than one) of convictions; and
- Whether hiring the candidate would result in an unreasonable risk to students, employees, the business, and/or others.

A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

Applicant Signature

Date

Additional notes or comments from the applicant:



**WAIVER FORM FOR LETTERS OF RECOMMENDATION
MID-LEVEL ADMINISTRATOR AND TEACHER APPLICANT**
(Assistant • Vice Principals • Deans • Teachers • Specialists, etc.)

Applicant Name: _____ **Applicant Email:** _____

Recommender Name: _____ **Recommender Email:** _____

To the Applicant: Please complete this part of the form and provide a copy to the person from whom you have requested a letter of recommendation. Inform the person providing the reference to send the letter of recommendation directly to the email or address listed at the bottom of this page. If you have an unsealed recommendation letter, you do not need to have the recommender complete this form. **No recommendation will be accepted unless this form, appropriately signed, is attached to the letter of recommendation. Place a check [✓] in the appropriate space, sign, and date in the appropriate place.**

Please note: Letters of recommendation are not considered confidential unless you waive your right of access to them. Recommenders need to be aware of this fact. Many applicants feel that the recommendations may be enhanced by having it made clear that the applicant has waived his or her rights to access and as such, that recommendation letters are considered confidential.

_____ I **waive** my right of access to this recommendation:

_____ I **do not** waive my right of access to this recommendation:

_____ I have an unsealed recommendation letter and do not need the release from the author.

Signature of Applicant: _____ Date: _____

To the Recommender: Be aware that the letter of recommendation that you write for the applicant will be made available to pastors, principals, boards, and/or hiring committees in Catholic schools in the Archdiocese of Portland in Oregon who are interested in considering the applicant for a position in a Catholic school. It will not be made available to anyone else, even at the request of the applicant or the recommender. The applicant may also have access to your letter of recommendation if he or she has not waived the right of access as indicated above.

Signature of Recommender: _____ Date: _____

Please send this form and recommendation letter via email or via mail to:

Hiring Agent/ Official Name and Email: _____

Hiring Agent/Official Address: _____

(This information is to be provided by the applicant to the recommender.)