



## Department of Catholic Schools

### **TEACHING & MID-LEVEL ADMINISTRATOR APPLICATION CHECKLIST**

Complete and submit the following:

1. Archdiocesan Application form
2. Current resume
3. Copy of Oregon or out-of-state teaching license
4. Transcripts showing degrees (bachelor's and above) - unofficial are acceptable; upon hire, official transcripts are required)
5. A paragraph on each of the following:
  - Philosophy of Education
  - Reasons for interest in a teaching position in the Archdiocese of Portland
6. Letters of recommendation: from each of the three references listed on the application. Each must be accompanied by a completed **applicant waiver form** and must be no older than three years. Letters are required from:
  - **Pastor or Religious Superior [must include verification of status as a practicing Catholic; or, if non-Catholic, letter from minister attesting to your good character.]**
  - a former employer [for new college graduates, the student teaching supervisor],
  - a professional colleague.

Email or send to: Dina Boyle ([dcs@archdpdx.org](mailto:dcs@archdpdx.org))  
Department of Catholic Schools  
2838 E. Burnside St.  
Portland, OR 97214

Applicants must meet the teacher application [minimum requirements](#) and have a complete application before their file is made available for review by schools.

**ARCHDIOCESE OF PORTLAND IN OREGON  
DEPARTMENT OF CATHOLIC SCHOOLS**

**TEACHER AND MID-LEVEL ADMINISTRATOR APPLICATION\***

Date: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # (work): \_\_\_\_\_ (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

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

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We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, we are not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

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**GENERAL INFORMATION**

Religious Affiliation: \_\_\_\_\_

Current Parish/City \_\_\_\_\_ Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary Range Expectations: \_\_\_\_\_

Grade level(s) preferred (in order of preference): \_\_\_\_\_

Subject preferences: \_\_\_\_\_

Do you have a legal right to work in the US?      YES      NO

Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodations? \_\_\_\_\_

\*Federal and state law requires consideration of an applicant's criminal history.

## GEOGRAPHIC/SCHOOL PREFERENCES

Please indicate your school preferences.

### REGION I

- O'Hara, Eugene
- St. Paul, Eugene
- St. Anne, Grants Pass
- Sacred Heart, Medford

### REGION II

- Sacred Heart, Gervais
- St. James, McMinnville
- St. Paul, St. Paul
- Queen of Peace, Salem
- St. Joseph, Salem
- St. Vincent de Paul, Salem
- Regis St. Mary Elem., Stayton
- St. Luke, Woodburn

### REGION III

- All Saints, Portland
- Cathedral, Portland
- Holy Cross, Portland
- Holy Redeemer, Portland
- Madeleine, Portland
- St. Ignatius, Portland
- St. Rose, Portland
- St. Therese, Portland

### REGION IV

- Our Lady of the Lake, Lake Oswego
- Christ the King, Milwaukie
- St. John the Baptist, Milwaukie
- St. John the Apostle, Oregon City
- Holy Family, Portland
- St. Agatha, Portland
- St. Anthony, Tigard
- St. Francis, Sherwood

### REGION V

- St. Francis of Assisi, Banks
- Holy Trinity, Beaverton
- St. Cecilia, Beaverton
- Visitation, Forest Grove
- St. Matthew, Hillsboro
- St. Clare, Portland
- St. John Fisher, Portland
- St. Pius X, Portland
- St. Thomas More, Portland

### HIGH SCHOOLS

- Central Catholic, Portland
- Marist Catholic, Eugene
- Regis St. Mary HS, Stayton

For teaching at the non-Archdiocesan High Schools, please contact the schools directly as they have their own process for applications. The following elementary/middle schools also have their own application process: St. Andrew Nativity, Franciscan Montessori Earth School, and Valley Catholic Elem/Middle

How do you want your application distributed to the principals?

**OPEN:** Your contact information and teaching preferences will be listed on the applicant report we send to all principals and all Archdiocesan principals can view your full application file.

**RESTRICTED:** Your contact information and teaching preferences will be listed on the applicant report we send to all principals but only the principals from your preferred schools will have access to your full application file.

**CLOSED:** Your contact information and teaching preferences will not be listed on the applicant report that is sent to all principals. Only the principals from schools you are interested in will have access to your full application file.

# EDUCATION

Name & Location of School	Major	Years Completed	Degree(s)
College			
College			
College			
College			

## Licensing History

What **Oregon** educator license(s) do you hold?

### Teaching License

Type:  Reciprocal     Preliminary/Initial/Basic     Professional/Standard  
 Endorsements: \_\_\_\_\_ Expiration date: \_\_\_\_\_

### Administrator License

Type:  Reciprocal     Preliminary/Initial/Basic     Professional/Standard    Expiration date: \_\_\_\_\_

### Out-of-state Educator License

If not Oregon licensed, indicate what state and type of license held and expiration date: \_\_\_\_\_

## Character Questions

You must answer each question by writing "yes" or "no" whichever is true. **Any "yes" answers must be fully explained on a separate page.**

1. Have you ever been released or have you ever resigned from any education position or school related employment because of misconduct or unsatisfactory service?	
2. Have you ever resigned from an educational position while under investigation for misconduct or unsatisfactory service?	
3. Have you ever failed to complete a contract for professional service in any educational positions?	
4. Have you ever had a teaching or administrative license revoked or suspended?	
5. Have you ever been denied a teaching or administrative license for which you applied?	
6. Have you ever surrendered a teaching license before its expiration?	
7. Have you ever been disciplined by a state agency responsible for licensure of educators?	
8. Have you ever been suspended or asked to resign a position in any field?	
9. Have you ever been convicted of a crime?	
10. Are you currently charged with a crime?	
11. Have you ever been the subject of allegations related to misconduct with children?	

### EMPLOYMENT HISTORY

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/most recent employer unless you indicated below that we may not contact them now. For Principal applicants: be aware that the offer of a contract cannot be finalized until your current employer is contacted. Also, be aware that we will contact all of your previous employers as part of the initial vetting of all applicants. Filing an application presumes you accept this circumstance. Attach an additional page if necessary. **Please complete this section even if you have submitted a resume.**

Current Employer	Name of employer:		
	Telephone #:		
	Address:		
	Employment Dates:	(Start)	
	Position:		Supervisor:
	Description of duties:		Ok to contact? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>
		Reason for leaving:	
Previous Employer	Name of employer:		
	Telephone #:		
	Address:		
	Employment Dates:	(Start)	(End)
	Position:		Supervisor:
	Description of duties:		Reason for leaving:
Previous Employer	Name of employer:		
	Telephone #:		
	Address:		
	Employment Dates:	(Start)	(End)
	Position:		Supervisor:
	Description of duties:		Reason for leaving:
Previous Employer	Name of employer:		
	Telephone #:		
	Address:		
	Employment Dates:	(Start)	(End)
	Position:		Supervisor:
	Description of duties:		Reason for leaving:



CERTIFICATION AND AUTHORIZATION  
INFORMATION RELEASE

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Employer, its employees, any individual or agency obtaining information for the Employer, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misrepresentation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

AT-WILL EMPLOYMENT STATEMENT

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

BACKGROUND CHECK STATEMENT

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 and successful completion of a criminal background check. 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.

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Applicant Signature

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Date

Your typed name is acceptable as a signature for this form.