



Diocese of Providence

Catholic School Office

One Cathedral Square
Providence, Rhode Island 02903

Tel: (401) 278-4550 • Fax: (401) 278-4596

Professional Educator Application

Name _____
(First) (Middle Initial) (Last)

Other name under which employment/academic records may be listed _____

Address _____
(Number and Street) (City/State) (Zip)

Telephone (Home) _____ (Cell) _____ (Work) _____ Email _____

Eligible to work in the U.S. _____

Position Desired: _____ Teacher _____ Pre-school Teacher _____ LD/Resource Teacher
_____ Librarian _____ Guidance Counselor _____ Assistant Teacher (Associate's Degree)

Please indicate the level(s) of the position for which you are applying: Elementary (PreK-5) _____ (Gr. 6-8) _____ Secondary (9-12) _____

Please indicate your work preference(s): Full Time _____ Part Time _____ Substitute _____

Subjects/Grades Qualified to Teach: 1 _____ 2 _____ 3 _____

Ordinarily professional educators must possess a current Rhode Island State professional credential and certification for appropriate grade, class and subjects being taught, or be actively working toward credentialing and certification.

Please list certifications that you hold.

State _____ Type of Certificate _____ Level/Area(s) _____ Number _____ Expiration Date _____
State _____ Type of Certificate _____ Level/Area(s) _____ Number _____ Expiration Date _____
State _____ Type of Certificate _____ Level/Area(s) _____ Number _____ Expiration Date _____

Subjects/Grades Qualified to Teach: 1 _____ 2 _____ 3 _____

When will you be available for a teaching position? _____

Colleges and Universities Attended:

Name of School/Location	Dates Attended	Year Graduated	Degree	Major	Minor

Have you completed student teaching? Yes _____ No _____ In process _____

If you are currently student teaching, please provide the name of the school, location and name of your supervisor.

Are you currently taking any graduate courses? _____

Are you currently pursuing a graduate degree? _____

EDUCATIONAL WORK EXPERIENCE: (Please list the most recent first)

School	City/State	Position Grade/Subject Taught	Dates From/To	Salary	Principal's Name/Phone

WORK EXPERIENCE OUTSIDE OF EDUCATION: (Please list the most recent first)

Name of Institution	Position	Dates	Salary	Supervisor's Name/Phone

REFERENCES:

List the individuals whom you will ask to submit recommendations: References should have specific knowledge of your professional preparation and experience. In addition, religious candidates must present a letter of concurrence from their superiors, and lay Roman Catholic candidates must present a Certificate of Parish Registration from their pastors.

Name	Position	Address	Phone

GEOGRAPHIC AREA TO WHICH YOU ARE WILLING TO TRAVEL:

Gr. Providence (refers to Central Falls, Cranston, Johnston, Pawtucket, Providence)

Northern or Blackstone Valley (refers to Burrillville, Cumberland, Smithfield, Woonsocket)

West Bay (East Greenwich, Warwick, West Warwick)

South County (refers to Coventry, Wakefield, Westerly)

East Bay (refers to Barrington, Bristol, East Providence, Middletown, Newport, Portsmouth, Warren)

Part A

In compliance with Rhode Island General Laws 16-2-18.1 – 16-2-18.2, as well as the policy of the Diocese of Providence, all individuals offered employment in a Catholic school in the Diocese of Providence will be required to successfully complete a state and national criminal background check (Triple I). The Triple I background check must be initiated prior to or within one week of receiving a conditional offer of employment. Triple I clearances are obtained by contacting the Office of Education and Compliance. New hires must then obtain fingerprinting at the Attorney General's Office. If the criminal background check identifies the existence of any disqualifying information as defined by statute, the contract will be rendered null and void, and employment will be terminated immediately.

Have you been convicted of a crime involving moral turpitude or any other criminal act which would disqualify you for a position in education?

Please check one

Yes _____

No _____

Part B

In employment practices, Catholic schools within the Diocese of Providence do not discriminate on the basis of race, color, sex, national origin, physical or mental disability, or veteran status. The school and/or parish employer will make reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship will result.

Please note that application documents are gathered for the exclusive use of the Catholic School Office of the Diocese of Providence and schools in the Diocese. Copies of this application and its supporting documents (transcripts and letters of recommendations) will be sent to any school in the Diocese that requests them for the purpose of considering the applicant for a position. Neither the application nor the supporting documents will be sent to anyone else, even at the applicant's request. Applications for teaching positions will be on file in the Catholic School Office for two years after they are received.

I authorize any school considering me for employment to investigate all statements contained in this application, to contact the references and employers listed, except where specifically indicated to the contrary, and I release all employers, schools and other references listed on this application from any liability involved in providing this information.

DECLARATION AND SIGNATURE

I certify that all information furnished on this application is true, accurate and complete to the best of my knowledge and that any falsification, omission, or misrepresentation of information by me will be sufficient cause for rejection of my application and/or termination of my employment.

Please sign and date this application form only after reviewing each section to ensure that all information and answers to questions are correct and complete.

Signature _____

Date _____