



290 South Arlington Ave. Suite 200 Reno, Nevada 89501 (775) 326-9430

TEACHER APPLICATION

Dear Applicant,

Please complete the entire application. The information requested is for bonafide occupational qualifications and/or is necessary to complete a security clearance. A resume is requested. Your resume, however, cannot be substituted for any information requested. You **must** complete this application. An incomplete application may result in your not being considered. Your application and all attachments become the property of the Diocese of Reno and cannot be returned. If you are hired, documentation showing eligibility for employment in the United States will be required. Please contact the Diocese of Reno or the school for which you are applying if you have any questions about completing this application. If you need assistance during any step of the application and/or hiring process, please notify a representative from the Diocese of Reno in advance. Notification may be made in person or by telephoning **(775)326-9430**.

Last Name _____ First Name _____ Middle _____

Social Security Number ____/____/____ Other Names Used _____

Present Address _____ City _____ State _____ Zip _____

Permanent or Mailing Address _____ City _____ State _____ Zip _____

Home Phone (_____) _____ Work Phone (_____) _____

Email address: _____

Present Position or Status _____ Religion _____

If Catholic, what is your parish? _____

May we contact your present employer? YES NO (Please note that it may be necessary to contact your current employer prior to an offer of employment. If you check NO, you will be notified prior to us contacting your current employer.)

Have you previously applied for a position in the Diocese of Reno? YES NO If yes, when? _____

Why are you reapplying? _____

Are you currently licensed by the Nevada State Board of Education to teach in Nevada? YES NO

Do you hold a valid license from another state? YES NO If yes, please name the state _____

In completing this section, please list only the grades and/or subjects you are or may be LICENSED to teach.

Designate grade(s)/subjects you can teach in order of preference.

*** Asterisk those you are CURRENTLY licensed to teach in NEVADA.**

1. _____
2. _____
3. _____
4. _____
5. _____

Please list any special subjects you are qualified to teach or coach, and give particulars of each in the space below:

- Qualifications to teach Religion _____
- Athletic Coaching (e.g. soccer, tennis, wrestling) and/or Student Activities (e.g. debate, yearbook, student government, drama, art)
- _____
- _____

TEACHING EXPERIENCE

Please account for **ALL** teaching experience. You are required to provide complete and accurate information. Failure to do so may result in your application being rejected. Do NOT include student teaching in this section. Begin with most recent teaching employment. If you have ever been employed by any school in the Diocese of Reno and that employment history is not listed below, complete an **Additional Teaching Experience** form with your full name at the time of your employment with the Diocese of Reno with this application. If you need additional space, **Additional Teaching Experience** forms are available for your use at the school office and the Diocese of Reno Department of Education.

Check all that apply: <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Substitute Teaching <input type="checkbox"/> Contracted Teaching <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Full-time <input type="checkbox"/> Team Teaching	School name: _____	Subject(s) _____
	Address, city, state, zip: _____	Grade(s) _____
	Evaluator's name and title: _____	From _____ To _____
	Evaluator's phone number: _____	Number of school years _____
	_(_____)_____	Annual Salary _____
	Reason for leaving: _____	\$ _____

Check all that apply: <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Substitute Teaching <input type="checkbox"/> Contracted Teaching <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Full-time <input type="checkbox"/> Team Teaching	School name: _____	Subject(s) _____
	Address, city, state, zip: _____	Grade(s) _____
	Evaluator's name and title: _____	From _____ To _____
	Evaluator's phone number: _____	Number of school years _____
	_(_____)_____	Annual Salary _____
	Reason for leaving: _____	\$ _____

Check all that apply: <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Substitute Teaching <input type="checkbox"/> Contracted Teaching <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Full-time <input type="checkbox"/> Team Teaching	School name: _____	Subject(s) _____
	Address, city, state, zip: _____	Grade(s) _____
	Evaluator's name and title: _____	From _____ To _____
	Evaluator's phone number: _____	Number of school years _____
	_(_____)_____	Annual Salary _____
	Reason for leaving: _____	\$ _____

Check all that apply: <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Substitute Teaching <input type="checkbox"/> Contracted Teaching <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Full-time <input type="checkbox"/> Team Teaching	School name: _____	Subject(s) _____
	Address, city, state, zip: _____	Grade(s) _____
	Evaluator's name and title: _____	From _____ To _____
	Evaluator's phone number: _____	Number of school years _____
	_(_____)_____	Annual Salary _____
	Reason for leaving: _____	\$ _____

Please see attached **Additional Teaching Experience** form. TOTAL NUMBER OF YEARS _____

OTHER EMPLOYMENT/MILITARY EXPERIENCE

Please account for your LAST 10 YEARS of employment if you have not already done so on the TEACHING EXPERIENCE section above. If you need additional space, **Other Employment/Military Continued** forms are available for your use at the school office and the Diocese of Reno Department of Education.

<input type="checkbox"/> Part-time _____ hours/week <input type="checkbox"/> Full-time (40 hours/week) Total monthly salary \$ _____ Reason for leaving _____	Employer:	Supervisor's name and title:
	Address, city, state, zip:	Supervisor's phone number:
	Type of work/title:	Employed from month/year:
	Major responsibilities and % of time spent on each responsibility:	To month/year:
	_____	TOTAL number of years/months:

<input type="checkbox"/> Part-time _____ hours/week <input type="checkbox"/> Full-time (40 hours/week) Total monthly salary \$ _____ Reason for leaving _____	Employer:	Supervisor's name and title:
	Address, city, state, zip:	Supervisor's phone number:
	Type of work/title:	Employed from month/year:
	Major responsibilities and % of time spent on each responsibility:	To month/year:
	_____	TOTAL number of years/months:

Please see attached **Other Employment/Military Experience Continued** form. TOTAL Yr/Mo EXPERIENCE _____

EDUCATION AND TRAINING

Degree Received	Date	Major	Minor	Institution	Location	Dates (month and year)	
						From	To

REFERENCES

A resume may not be substituted for this section. Please list four references (do not include relatives or neighbors) who are familiar with your work experience, character, education and general abilities. At least two of these must be current or previous supervisors. (Please asterisk*)

(1) Name:	Title:	Phone:
Address, city, state, zip:		()
(2) Name:	Title:	Phone:
Address, city, state, zip:		()
(3) Name:	Title:	Phone:
Address, city, state, zip:		()
(4) Name:	Title:	Phone:
Address, city, state, zip:		()

PREVIOUS RESIGNATION/DISMISSAL INFORMATION

If you have been dismissed, terminated, asked to resign, or asked to resign in lieu of discipline by a previous (or current) employer, or if you are under investigation by your current employer for possible disciplinary action, a full and complete explanation must be addressed to the attention of the school Principal or the Superintendent of Catholic Schools, Diocese of Reno. Please place your written explanation in a sealed envelope and attach it to your application.

ARRESTS/CONVICTIONS

In answering the following questions, be advised that if you are offered employment with any school in the Diocese of Reno, you will be required to provide a set of your fingerprints, which will be forwarded to the Federal Bureau of Investigation (FBI) for processing. The Diocese of Reno will then receive a report from the FBI which will contain a complete listing of any arrest and/or conviction that is on your FBI criminal history file. It is essential, therefore, that you answer each question with complete honesty. If you are unsure about a past event, you should list it. Please note that a "yes" answer to these questions may not necessarily disqualify you from consideration for employment. The Diocese will consider the nature and date of the conviction, your intervening conduct, and the relationship between the conviction and the position for which you are applying.

Have you ever been CONVICTED of any criminal offense other than a minor traffic violation (this includes, but is not limited to a felony, gross misdemeanor, misdemeanor, DUI, etc.)? Conviction means the final judgment of a verdict or a finding of guilty, plea of guilty, or a plea of nolo contendere in any court, regardless of whether an appeal is pending or could be taken.

YES (please initial) _____ NO (please initial) _____

Do you have any outstanding arrests for which you are awaiting trial or for which a final judicial determination has not been made?

YES (please initial) _____ NO (please initial) _____

If YES to EITHER of the above questions, you must request a **CONVICTION INFORMATION** form from the Diocese of Reno Department of Education, complete the form accurately and completely, and include it with this application. Failure to do so may result in the rejection of your application.

Have you ever had any credential or driver's license suspended or revoked?

YES (please initial) _____ NO (please initial) _____

If yes, please explain and include applicable dates: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION.

I hereby certify that all information provided by me on this employment application and all other information provided by me in the course of applying for employment with the Diocese of Reno Department of Education is truthful, accurate, and complete. I understand that if any information provided by me on this employment application or any other information provided by me in the course of applying for employment with the Diocese of Reno is found to be false, untruthful, misleading, or incomplete that such will be cause for immediate rejection of my application for employment. I further understand that if I am hired as an employee in the Diocese of Reno and at any time thereafter it is discovered that any information provided by me on this employment application or any other information provided by me in the course of applying for employment with the Diocese of Reno Department of Education is found to be false, untruthful, misleading, or incomplete shall be sufficient cause for disqualification or dismissal from employment.

I hereby authorize the Diocese of Reno to obtain information relating to my current and previous employment, education, criminal or personal history records. I agree to release the Diocese of Reno, its employees, representatives, and agents from any and all liability claims or damages for the obtaining and use of information obtained from these sources or developed as a result of contacting these sources.

I hereby authorize any and all organizations, including but not limited to my current or previous employers, educational institutions, etc., their employees, representatives, and agents to provide any and all information regarding my employment or education to the Diocese of Reno, its employees, representatives, and agents from any and all liability claims or damages that may directly or indirectly result from the use, disclosure, release or omission of any such information by and person or party, whether such information is favorable or unfavorable to me. A photocopy of this release will be valid as an original even though the photocopy does not contain an original writing of my signature.

I hereby certify that I have read and understand the above.

Applicant's Name (please print)
Rev. 8-14

Applicant's Signature

Date

DIOCESE OF RENO DEPARTMENT OF EDUCATION

LICENSURE INFORMATION

Thank you for your interest in the school(s) of the Diocese of Reno. This information is supplied as a courtesy to the applicant. In order to receive a Teaching or an Administrative contract, the applicant must hold a valid license in the State of Nevada.

Responsibility for securing, maintaining and reviewing licenses rests solely with the professional employee.

Please refer to the State of Nevada Licensure webpage for the most current requirements and procedures: <http://teachers.nv.gov/>

DIOCESE OF RENO DEPARTMENT OF EDUCATION

CONVICTION INFORMATION FORM

Instructions: Only complete this form if you have been convicted of a crime OR if you have any outstanding arrests for which you are awaiting trial or for which a final judicial determination has not been made. Conviction means the final judgment of a verdict or a finding of guilty, plea of guilty, or a plea of nolo contendere in any court, regardless of whether an appeal is pending or could be taken. Convictions include, but are not limited to a felony, gross misdemeanor, misdemeanor, DUI, etc. If you are unsure about a past event, you should list it. Please print.

Name (please print): _____
Last First MI

School and Position for which you are applying: _____

Arrest Date (Mo/Yr)	Arresting Agency (Police/Sheriff) & Location	Arrest Charge	Date of Conviction (Mo/Yr)	Charge For Which You Were Convicted	Penalty Imposed
1.					
2.					
3.					
4.					

In the space provide below, please explain the circumstances surrounding each of the convictions or outstanding arrests listed above. This information will be reviewed in considering you for this position.

1. _____

2. _____

3. _____

4. _____

I certify that the above information represents a true and correct record of my conviction history. I understand this information will not automatically exclude me from consideration of employment. Furthermore, I understand any false statements or failure to disclose information may be sufficient to disqualify me for employment, or if employed, may result in my dismissal.

Applicant's Signature

Date

CONVICTION INFORMATION FORM PROCESSING

(for Internal Use Only)

Administrator: I have reviewed the information on this document, discussed such with the applicant, and recommend hiring this applicant based on the following explanation:

Name (please print)

Signature

Date

SCHOOL PRINCIPAL/SUPERINTENDENT: I have reviewed this document and recommend the following:

Approve hiring of this applicant: _____

Disapprove hiring of this applicant: _____

Comments:

Name (please print)

Signature

Date

APPLICATION WILL NOT BE PROCESSED UNTIL THIS FORM IS COMPLETED AND RETURNED TO THE SCHOOL PRINCIPAL OR THE DIOCESE OF RENO DEPARTMENT OF EDUCATION
Please print all information.

Application Date: _____

Last Name First Name MI

Address Social Security Number

City State Zip Code (_____) Area Code Phone Number

Undergraduate Major Undergraduate Minor

Graduate Major Graduate Minor

I have completed my student teaching. YES NO Dates: _____

Teaching experience: _____ Substitute Teaching Experience: _____
Years Months Years Months

Type of Teaching Experience: Hourly Day to Day Contracted

.....
SECTION 1: ELEMENTARY LICENSE (K-8)

Grade level(s) you prefer to teach in order of preference: _____

Endorsements or areas of specialty: _____

SECTION 2: SECONDARY EDUCATION LICENSE (9-12)

Grade level(s) you prefer to teach in order of preference: _____

Major area(s) you are licensed or will be licensed to teach:

_____ Art _____ Business _____ Communications _____ English

_____ Foreign Language _____ Math _____ Music

_____ P.E. _____ Science _____ Social Studies

SECTION 3: SPECIFIC SUBJECT AREA(S) – Please use codes provided to identify the specific area(s) you are or may be licensed to teach:

	SECONDARY			OCCUPATIONAL EDUCATION
200	Agriculture		404	Ornamental Horticulture
201	Anthropology		414	Business & Office Occupations
202	Art		415	Accounting
203	Business Education		416	Business Data Processing
204	Computer Literacy		417	Clerical Services
206	Computer Applications		418	Secretarial Services
208	Driver Education		419	Typing
210	American Literature		422	Communications & Media Occupations
212	Drama		430	Advertising
213	English		431	Marketing
214	English Composition		443	Fine Art & Humanities
216	English Literature		449	Health Occupations
218	General Survey Literature		458	Child Care & Guidance
219	Journalism		460	Clothing Management & Production
220	Linguistics		463	Food Productions & Management
223	Speech		468	Hotel & Motel Occupations
226	ESL		469	Recreation Occupations
232	French		490	Architectural Technology
233	German		491	Electrical Technology
234	Italian		493	Electronic Technology
235	Japanese		494	Engineering Technology
237	Russian		497	Drafting
328	Spanish		499	Trade & Industry Occupations
240	Health		500	Automotive Service Occupations
242	Industrial Arts		502	Construction Occupations
245	Math		503	Fabrication, Installation & Repair Occupations
246	Math w/Calculus		505	Manufacturing Occupations
250	Music		506	Graphic Arts
255	Physical Education		508	Printing/Newspaper
260	Reading		525	Cooperative Occupational Education (Career & Occupational Guidance)
262	ROTC			
263	Physical Science			
264	Biological Science			ADMINISTRATION
265	Biology		702	K-12 Principal
266	Botany		707	K-12 Assistant Principal
267	Chemistry		735	Superintendent
268	Earth Science		737	Assistant Superintendent
273	Environmental Science		738	Associate Superintendent
274	General Science		739	Secondary Dean
276	Physics		740	Administrative Coordinator
280	Life Science			
284	Social Studies			
285	Economics		802	K-12 Counselor
286	Ethnic Studies			
287	Geography			
288	History			
289	Political Science			
290	Psychology			
291	Sociology			
299	Bilingual Education			

Bishop Manogue Catholic High School

Teacher Applicant Essay Prompt

“A Catholic school is a place where students live a shared experience of faith in God and where they learn the riches of Catholic culture...Catholic schools must help students to deepen their relationship with God and to discover that all things human have their deepest meaning in the person and teaching of Jesus Christ.”

The statement above is from the teachings of Saint Pope John Paul II. Using the quote and your own personal experiences and motivations, write a 1-2 page essay on:

- Why you want to work in a Catholic school
- How you can integrate the light of the Gospel into your subject area
- How you can help form students in Christian virtue