



Office Use Only		
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C _____	DHS _____	FEE _____
Date Rcvd _____	Authorization _____	

DIOCESE OF HARRISBURG – SECRETARIAT FOR EDUCATION

4800 Union Deposit Road, Harrisburg, Pennsylvania 17111-3710
 (717) 657-4804 • FAX (717) 657-3790 • hbgdiocese.org

PROFESSIONAL EMPLOYEE APPLICATION

Catholic schools are an integral part of the educational mission of the Catholic Church. Therefore, an applicant **preferably should be a Catholic in good standing with the Church** and as a meet **one (1)** of the following **three (3)** requirements:

1. Hold a valid Pennsylvania Instructional I Teaching Certificate.
 (An Instructional Certificate, which has expired, is not considered valid.)
2. Hold a valid out-of-state Teaching Certificate and agree to apply for and obtain a Pennsylvania Instructional I Teaching Certificate within the first year of employment.
3. Hold a Bachelor’s degree in Religious Studies or Theology if seeking a secondary (9-12) teaching position in **Religion**.

Elementary and secondary schools in the Diocese of Harrisburg do not discriminate on the basis of race, color, sex, national or ethnic origin in the hiring of employees.

INSTRUCTIONS TO THE APPLICANT

- GIVE **Pastor’s Recommendation for a Professional Employee** form to Pastor to be mailed directly **OR** to be submitted in a **sealed envelope with application**.
- Complete, sign and date application.
- **ENCLOSE WITH APPLICATION** copies of: 1) original transcripts, 2) teaching certificate, 3) any Religion certificates earned, 4) PA State Police Criminal Record Check and Department of Human Services background clearances, FBI Clearance from PDE and 5) **\$10.00 non-refundable** processing fee. (Make check payable to: **Secretariat for Education**.)
- Forward to the attention of the Superintendent of Schools at the address on the heading of application.

PERSONAL INFORMATION

NAME _____
 (LAST) (FIRST) (MIDDLE)
 RELIGIOUS NAME _____
 (Brother, Sister) NAME OF RELIGIOUS ORDER _____

If your academic or employment records would be held under any surname(s) other than the one you have provided, please so indicate below:

PRESENT ADDRESS _____ EMAIL _____
 TELEPHONE NUMBER(S) _____ CELL PHONE _____

PERMANENT ADDRESS _____ CITIZENSHIP: _____ Citizen _____ Non-Citizen
 (if different) _____ If non-citizen, are you legally eligible for employment in the USA? __Yes__No

LEVEL DESIRED: _____ Elem. (Pre-K-8) _____ Sec. (9-12) Area of Concentration _____
 CIRCLE grades you are certified to teach Date of Availability _____
 Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

Are you willing to relocate: __Yes__No

Maximum commuting time: _____

Office Use Only – Referred to: _____

EDUCATION

Name and location of school	Dates Attended		Date Graduated		Diploma or Degree		Nature of Studies	
	From	To						
Elementary								
High School								
College							Major	Minor
Graduate School					No. of Credits	Degree	Area of Specialization	

CERTIFICATION: Indicate any certificates you currently hold, *including* religious education certification.

TYPE OF CERTIFICATION	ISSUED BY DIOCESE/STATE	DATE ISSUED	DATE EXPIRES	SPECIFIC TEACHING AREAS

PROFESSIONAL EMPLOYMENT: List present and two most previous employments, beginning with your most recent position.

1. School name 2. Complete address – including city, state, zip, phone	Dates Employed		Salary	1. List grade and subject taught 2. Name and title of immediate supervisor	Reason for Termination
	Month	Year			
	From		\$	1.	
	To		Per diem	2.	
	From		\$	1.	
	To		Per diem	2.	
	From		\$	1.	
	To		Per diem	2.	

PROFESSIONAL REFERENCES: Please give names of the persons (e.g. supervisor, principal, department head, etc.) who know of your success or probable success as a teacher.

NAME	POSITION	ADDRESS	PHONE	EMAIL

APPLICANT’S STATEMENTS

- 1. Why are you seeking a teaching position in a Catholic School? _____

- 2. What contribution do you think you can make to a Catholic School Faith Community?

- 3. What religious and/or moral practices and values do you think teachers in religious-oriented schools, such as Catholic Schools, ought to demonstrate/model?

- 4. What talents, special interests, (including volunteer involvements) do you think could enhance your teaching in a Catholic School?

- 5. Have you been baptized as a Catholic? _____ When? _____ Where? _____

(Church) (State)

- 6. Are you still a practicing Catholic in good standing with the Church? Yes _____ No _____ Explain _____
(Persons baptized in the Catholic Church who are not fully practicing the Catholic faith are not eligible for employment.)

GUIDING PRINCIPLES FOR PROFESSIONAL EMPLOYEES IN CATHOLIC SCHOOL

The vocation of every Catholic school Professional Employee is to engage in the sacred work of forming the human person through the communication of Truth. The achievement of this specific aim depends upon the person of the teacher. The Professional Employee, in addition to being well-prepared in the subject matter, is called upon to be a good example for the students. By teaching and example, the Professional Employee guides the students to the heart of total Truth.

“The Professional Employee is expected to conduct himself or herself in accordance with the accepted code of morality and professional ethics for a teacher in a Catholic school and to avoid any embarrassment to the individual school or the diocese.” (Professional Employee’s Contract – Diocese of Harrisburg)

The Professional Employee is expected to make himself or herself aware of diocesan and local school policies and to follow the directives of the Superintendent of Schools and the local Principal. The Professional Employee should give positive support to the Principal and present a positive attitude to the students.

Catholic Identity and Mission.

Due to the nature and mission of the Catholic Church, all employees are bound to exhibit respect for the teachings and discipline of the Church in regard to matters of faith and morals. Each employee is therefore expected to conduct himself or herself at all times in accordance with Catholic morality and the rules and regulations of the Diocese of Harrisburg and the local Catholic school and to avoid any embarrassment or scandal to the Catholic faithful of the Diocese of Harrisburg or the local school.

Each employee must avoid engaging in any conduct in or out of the workplace which, in the judgment of that individual’s employer, constitutes serious or public immorality, sacrilege, lewd conduct, public scandal or overt rejection of, or the holding up to doubt, public ridicule or question of the official teaching, doctrine or laws of the Catholic Church, as contained in, but not limited to, the *Catechism of the Catholic Church*, the 1983 *Code of Canon Law*, the decrees, policies or norms issued by Church authority, and in the official policies or handbooks adopted by local school.

Any violation of this provision that is brought to the attention of the individual's employer may result in disciplinary action against the employee, which may include, but not be limited to, at the discretion of the Employer: counseling, admonition, the completion of corrective action, suspension or termination of employment.

I have read the above Guiding Principles and agree that, if employed by a Catholic school in the Diocese of Harrisburg, I will teach and act in accordance therewith and will likewise observe the School Policies and Regulations of the Diocese of Harrisburg.

I understand that credentials filed in support of this application become the property of the Secretariat for Education and will not be returned.

I further realize any omission or falsification of information provided by me in this application will result in its invalidation.

I hereby grant permission to the Diocese of Harrisburg to release this application and attendant documents to the appropriate search committees and prospective employers within the Diocese of Harrisburg. I understand my signature absolves and releases the diocese from any and all liability for any and all legal action involving relinquishment of this personal information to others.

The information furnished herein is true and accurate to the best of my knowledge and belief.

(Applicant's Signature)

(Date)



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PASTOR'S RECOMMENDATION FOR A PROFESSIONAL EMPLOYEE

Directions: Please affix your PARISH SEAL to this form. MAIL directly to the Superintendent of Schools at the address noted above OR place the form in a SEALED ENVELOPE with your name signed across the flap (NOT VALID if sealed envelope has been tampered with) then give the form directly to the individual requesting it. Thank you!

_____, is a registered parishioner of _____ Church _____ City/State

I have known _____ for ___ years and can attest to the fact that he/she is a Catholic in good standing with the Church.

Marital status: ___ Single ___ Married (_____ Date: _____ Church _____ City/State ___ Divorced ___ Validly re-married in the Church with annulment (_____ Date: _____ Church _____ City/State

To the extent possible, please complete the following evaluation of the above-named individual:

- 1. Practice of Faith
2. Knowledge of Faith
3. Moral Character

Do you recommend the applicant as one enthusiastic about sharing in the educational mission of the Church by word and example? _____

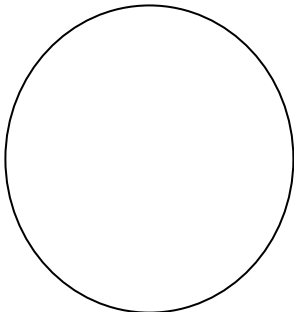
Please qualify your response: _____

DATE: _____ PARISH: _____

ADDRESS: _____

PARISH SEAL:

PHONE: (____) _____



SIGNATURE of PASTOR (or PRIEST designated by him)

NOTE: If another PRIEST has been designated, specify reason for this.

COMMENT _____

PHONE of Applicant _____