



# DIOCESE OF HARRISBURG – SECRETARIAT FOR EDUCATION

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

|                        |           |               |
|------------------------|-----------|---------------|
| <b>Office Use Only</b> |           |               |
| PL _____               | FBI _____ | FEE _____     |
| T _____                | SPC _____ |               |
| C _____                | DPW _____ |               |
| DATE RCVD _____        |           | Contact _____ |

## 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 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 (see complete instructions inside)

- 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**.  
**NOTE:** Religious personnel need authorization/recommendation from a Major superior.
- 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 Public Welfare 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 \_\_\_\_\_ NAME OF RELIGIOUS ORDER \_\_\_\_\_  
(Brother, Sister)

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: \_\_\_\_\_

|  |
|--|
| <i>Office Use Only – Referred to:</i><br>_____ |
|--|

*Child Focused - Spirit Driven*

**EDUCATION**

| Name and location of school | Dates Attended |    | Date Graduated |                |                        |
|-----------------------------|----------------|----|----------------|----------------|------------------------|
|                             | From           | To |                | Diploma or     | Degree                 |
| Elementary                  |                |    |                |                |                        |
|                             |                |    |                |                |                        |
| High School                 |                |    |                |                |                        |
|                             |                |    |                |                |                        |
|                             |                |    |                |                | Nature of Studies      |
| 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<br>2. Complete address – including city, state, zip, phone | Dates Employed |      | Salary   | 1. List grade and subject taught<br>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.

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)

**DIOCESE OF HARRISBURG**  
**Elementary (32) Secondary Schools (5), K-12 (2)**

| <b>TOWN/CITY</b> | <b>SCHOOL</b>                               | <b>COUNTY</b>  |
|------------------|---|----------------|
| GETTYSBURG       | St. Francis Xavier (PK/3-8)                 | Adams          |
| HANOVER          | Sacred Heart (K/5-8)                        | Adams          |
| McSHERRYSTOWN    | Annunciation BVM (K/5-8)                    | Adams          |
| NEW OXFORD       | Immaculate Conception (K/3-8)               | Adams          |
| *McSHERRYSTOWN   | Delone Catholic High School (9-12)          | Adams          |
| BERWICK          | Holy Family (K5-5)                          | Columbia       |
| BLOOMSBURG       | St. Columba (PK/3-6)                        | Columbia       |
| CAMP HILL        | Good Shepherd (K/5-8)                       | Cumberland     |
| CARLISLE         | St. Patrick (PK/3-8)                        | Cumberland     |
| MECHANICSBURG    | St. Joseph (PK/5-8)                         | Cumberland     |
| NEW CUMBERLAND   | St. Theresa (PK/3-8)                        | Cumberland     |
| *CAMP HILL       | Trinity High School (9-12)                  | Cumberland     |
| HARRISBURG       | Harrisburg Catholic (PreK/3-8)              | Dauphin        |
| HARRISBURG       | Holy Name of Jesus (PK/5-8)                 | Dauphin        |
| HARRISBURG       | St. Catherine Laboure (PK/3-8)              | Dauphin        |
| HARRISBURG       | St. Margaret Mary (PK/5-8)                  | Dauphin        |
| HERSHEY          | St. Joan of Arc (PK/5-8)                    | Dauphin        |
| MIDDLETOWN       | Seven Sorrows BVM (PK/4-8)                  | Dauphin        |
| *HARRISBURG      | Bishop McDevitt High School (9-12)          | Dauphin        |
| CHAMBERSBURG     | Corpus Christi (K/4-8)                      | Franklin       |
| WAYNESBORO       | St. Andrew (K/5-6)                          | Franklin       |
| COLUMBIA         | Our Lady of the Angels (PK/3-8)             | Lancaster      |
| EPHRATA          | Our Mother of Perpetual Help (PK/3-8)       | Lancaster      |
| LANCASTER        | Resurrection (K/4-8)                        | Lancaster      |
| LANCASTER        | Sacred Heart (PK/5-8)                       | Lancaster      |
| LANCASTER        | St. Anne (PK/3-8)                           | Lancaster      |
| LANCASTER        | St. Leo the Great (PK/3-8)                  | Lancaster      |
| *LANCASTER       | Lancaster Catholic High School (9-12)       | Lancaster      |
| *LEBANON         | Lebanon Catholic High School (PK/4-12)      | Lebanon        |
| LEWISTOWN        | Sacred Heart (PK/3-5)                       | Mifflin        |
| DANVILLE         | St. Joseph (1-8)                            | Montour        |
| *COAL TOWNSHIP   | Our Lady of Lourdes Regional School (PK-12) | Northumberland |
| DALLASTOWN       | St. Joseph (PK/3-6)                         | York           |
| HANOVER          | St. Joseph (PK/5-8)                         | York           |
| NEW FREEDOM      | St. John the Baptist (PK4-2)                | York           |
| THOMASVILLE      | St. Rose of Lima (PK/4-6)                   | York           |
| YORK             | St. Joseph (PK/3-6)                         | York           |
| YORK             | St. Patrick (PK/4-6)                        | York           |
| *YORK            | York Catholic High School (7-12)            | York           |

UPDATED 4/2013

\*Secondary Schools

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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? \_\_\_\_\_

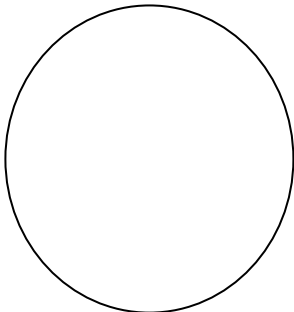
Please qualify your response: \_\_\_\_\_

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 \_\_\_\_\_