

ARCHDIOCESE OF OKLAHOMA CITY
Department of Catholic Education

Teacher Application

Supplement To The Archdiocesan Application For Employees & Volunteers

- PROCEDURE:
1. Please include last three employers when listing your EMPLOYMENT HISTORY.
 2. REFERENCES may not include relatives. Ideally, list should include an immediate supervisor, pastor, and professional colleague.
 3. The Superintendent of Schools submits applications to school principals.
 4. Principal will contact applicant if and when an opening occurs in your area of certification.
 5. Return both the Archdiocesan and teacher application supplement to:
Catholic School Office, P.O. Box 32180, Oklahoma City, OK 73123-0380

Please do not forward transcripts and references with application. These should be presented at time of interview.

Name: _____ Religion: _____
 First Middle Last

Please list, in priority, the teaching areas and grade levels for which you are applying:

1. _____ 2: _____ 3. _____

List any other activities you are prepared to direct or assist: _____

Oklahoma Certification: Yes No

Endorsements: _____

List any appropriate information that may be deemed valuable: (e.g., honors, publications, professional organizations)



EAppsDB User ID _____

Password _____

Archdiocese of OK City Application for Employees & Volunteers

Main Application (Please use your full legal name as it appears on your driver's license.)

Name: _____
 Legal First Middle Last

Street Address: _____

City/State/Zip: _____
 City State Zip

Length at current address _____ Years _____ Months

Home Phone: _____
 Area Code Number

Work Phone: _____
 Area Code Number

Cell Phone: _____
 Area Code Number

Email Address: _____

Archdiocese of OKC Questionnaire

Please list church/churches regularly attended in the past three years: From To
Church City/State (mm/yyyy) (mm/yyyy)

Type of Application: _____
 Employment Volunteer

Please indicate if you are:
 A current employee or volunteer for this parish

or
 Not currently an employee or volunteer, but applying to become an employee or volunteer

What position do you currently hold (or for which you are applying)?

Describe any formal or informal training you may have for working in this position.

Are you applying for a ministry related to schools or youth? Yes _____ No _____

If applying for ministry related to schools or youth, do you have an age level preference? Yes _____ No _____

If yes, what level and why? _____

References

References cannot be family members or clergy. Employment applicants should provide business and professional references.

Reference Name First/Last AND Email Address	Occupation	Daytime Phone	How long have you known this Person?	Has this person agreed to be a reference?

Residential History

_____ Check here if you have lived in your current residence for longer than 5 years.

Dates (mm/yyyy)	Street Address	City/State/Zip	Country
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			

Employment History

Start with current employer and indicate employment history for the last 5 years. If current employer, end date will be current.

_____ Check here if you have no employment history.

Dates of Employment (mm/yyyy)	Company name And address (City, State, Zip)	Immediate Supervisor name & Phone Number	Position Held/Job Description	Reason for Leaving position
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Educational History

Educational history should include high school and forward. If currently enrolled in program, end date will be current.

_____ Check here if you have no educational history.

Dates (mm/yyyy) (Start with most recent)	School name And address (City, State, Zip)	Type of School	Name of Program or Degree	Program Completed?
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Volunteer History

Volunteer history should include 5 of your most recent activities. If you are still participating in a volunteer program, end date will be current.

Check here if you have no volunteer history.

Dates (mm/yyyy) (Start with most recent)	Organization City, State, Zip	Contact	Contact Phone Number	Position/Duties
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Confidential Background Check Information

Please note: If this form is completed on-line, no parish official will have access to information in this section. Information in this section is only used to obtain criminal records, which are reviewed by a diocesan official in strictest confidence.

Yes No Have you ever been accused of or arrested for harassment or physically, sexually or emotionally abusing a child or an adult?

If yes, please explain: _____

Yes No Except for a minor traffic violation for which the fine was \$200 or less, or any offense that was finally settled in a Juvenile Court or under a Welfare Youth Offender Law, have you ever been arrested or convicted of any criminal offense?

If yes, please explain: _____

Yes No Have you ever terminated your employment or had your employment terminated for reasons of physical or sexual abuse or harassment?

If yes, please explain: _____

Yes No Have you changed your last name in the past 5 years?

If yes, what was your previous last name? _____

Yes No At any time during the past 5 years have you lived in a different state (within the United States), or do you currently live outside the state this Diocese is located in?

If yes, what state did you live in? _____

Social Security Number: _____ - _____ - _____ (optional)

Driver's License: State _____ Number _____

Date of Birth: Month _____ Day _____ Year _____

Gender: Male Female

Date of Previous Background Check, if any: _____

If yes, were records found? Yes No

Declarations

The **Archdiocese of Oklahoma City** appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. Please read and initial each of the statements below.

_____ I authorize any reference or church listed in this application to give you any information they may have regarding my character and fitness. I release such references and the School/Parish/**Archdiocese of Oklahoma City** from liability for any damage that may result from furnishing such information or evaluation to you, and I waive any right that I may have to inspect any references provided.

_____ I hereby give my consent to the School/Parish/**Archdiocese of Oklahoma City** to request and provide information relating to my suitability to serve and for those persons to release such information to the School/Parish/**Archdiocese of Oklahoma City**, and other inquiring parties.

_____ I give my permission for the School/Parish/**Archdiocese of Oklahoma City** to obtain information relating to my criminal history record. I understand that this information will be used to determine my eligibility for employment/volunteer position with the School/Parish/**Archdiocese of Oklahoma City**.

_____ I hereby affirm that the information contained in this application is correct to the best of my knowledge and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

_____ I understand that an **initial** background check will be run as a condition of my employment/volunteering and will be rerun on a regular basis according to Archdiocesan policy.

_____ I understand that background checks may be rerun on active volunteers/employees periodically but no less than every three (3) years.

_____ My signature indicates that I have read and understand the above. **Do not sign until you have read and initialed the above statements.**

Applicant Signature _____ **Date:** ____/____/____

I have reviewed this application and have noted any missing information.

Screening Committee Member Signature: _____ **Date:** ____/____/____

Selected Sites

Please indicate the city and the name of the parishes/schools with which you would like this application to be registered.

You should only select the sites in which you are currently an employee or volunteer or to which you are applying.

City Where Parish is Located	Name of Parish/School