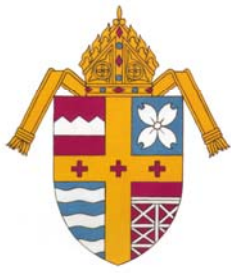


Roman Catholic Diocese of Knoxville

To establish a file with the Diocese of Knoxville Catholic Schools, the following must be submitted:

- A completed application
- A up-to-date résumé
- A copy of your marriage license, if you are married
- Verification of current valid credentials.
- Verification of teaching and/or administrative experience.
- Interview at the diocese and/or school when the entire application is completed.

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• The Diocese considers applicants for all positions without regard to race, color, religion, sex, national origin,
• age, veteran status, disability, or any other legally protected status. No question on this application is used
• for purposes of limiting or excluding an applicant from consideration for employment on the basis of his or
• her race, color, religion, sex, natural origin, age, veteran's status, disability, genetic information or any other
• protected status.
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Application for Teaching Position

Roman Catholic Diocese of Knoxville

An Equal Opportunity Employer

Position desired _____

Personal Information

Last name		First Name		Initial	Date of Birth
Address			City	State	Zip
Catholic? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, current parish	Date available to work	Other names used in the past, if any	

Education and Professional Training

	Name	City & State	Dates Attended	Degree & Major
High School			To From	
College/University			To From	
Graduate School			To From	
Student Teaching			To From	Subject(s) taught & supervising teacher
Subjects of special study or research				
Current Certification(s)	State Issued	Number	Type	Date issued/Date expired
If you are awaiting receipt of your certification, indicate date applied for. _____				
If you are certified to teach religion, indicate origin and level of certification.				

Present educational assignment and extracurricular activities

Name of school	Address	City/State/Zip
Position(s) held		

Grades or subjects taught

If your present teaching situation is unique (e.g., team teaching), please explain:	Total no. students taught this year		Hours spent teaching weekly	

Please check any of the following extracurricular activities in which you are engaged as a part of your present assignment:

Sports Forensics Club sponsor _____
 Drama School paper/yearbook Other _____
 Music Community programs

<p>Specific Employment Preference—Elementary</p> <p> <input type="checkbox"/> Pre-K <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Religion <input type="checkbox"/> Grade 3 <input type="checkbox"/> Administration <input type="checkbox"/> Grade 4 <input type="checkbox"/> Counseling <input type="checkbox"/> Grade 5 <input type="checkbox"/> Other <input type="checkbox"/> Grade 6 </p>	<p>Specific Employment Preference—Secondary</p> <p> <input type="checkbox"/> Counseling <input type="checkbox"/> Librarian <input type="checkbox"/> Administration <input type="checkbox"/> Campus Ministry <input type="checkbox"/> Subject area(s) in which you are certified: _____ _____ </p>
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Previous work experience (most recent first)

Company name	Address	Phone
Dates of employment	Your title	Supervisor name & phone no.
Your duties		
Reason for leaving		

Company name	Address	Phone
Dates of employment	Your title	Supervisor name & phone no.
Your duties		
Reason for leaving		

Company name		Address	Phone
Dates of employment	Your title	Supervisor name & phone no.	
Your duties			
Reason for leaving			
Company name		Address	Phone
Dates of employment	Your title	Supervisor name & phone no.	
Your duties			
Reason for leaving			

References (please print clearly) (Friends and relatives may not be used.)			
Name	Relationship	Title	Phone no.

Why did you choose teaching as a profession? _____

Why do you want to teach in a Catholic school? _____

How do you view your role as a teacher in a Catholic school? _____

As a faculty member, how would you contribute to developing a community of faith within the school? _____

I acknowledge I will be required to attend six sessions of adult faith formation over a two-year period. Yes No

Describe your experiences in working with young people such as clubs, camps, extracurricular activities and sports. _____

Answer the following questions as completely as possible. Your application cannot be processed without this information. Except for affirmative answers to the question 6 and 7, "yes" answers to the following questions will not necessarily disqualify you for employment as a teacher in a Diocese of Knoxville school. Factors such as the date of the offense, seriousness of the violation, nature of the violation and the relationship of the violation to the position for which you are applying are all important considerations.

1. Are you legally eligible to work in the United States?

Yes	No
Yes	No

2. Have you ever been convicted of, admitted committing, plead "no contest" to, or are you awaiting trial for any crime (excluding minor traffic violations not involving any allegations of drug or alcohol impairment)? You must answer "yes" even if the matter was later dismissed, deferred, vacated or expunged. If you answer "yes," you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case(s).

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3. Have you ever been discharged, terminated, or asked to resign in lieu of termination from any job for any reason other than lack of work? You must answer "yes" even if the matter was resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "yes," you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

Yes	No
Yes	No

4. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you

Yes	No

before any licensing, certification or other regulatory agency or body, public or private? If you answer "yes," you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

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5. Are you now being investigated or have you ever been investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "yes," you must provide the name, address and telephone number of the employer or licensing body, the date of the investigation, and a statement of the accusations against you.

Yes	No

6. Have you ever been accused of child abuse? (You are required to answer this question whether or not a criminal conviction arose out of the allegation.) If yes, explain below.

Yes	No

7. Are you under the supervision of any federal, state or local agency as a result of any allegations of child abuse? If yes, explain below.

Yes	No

I grant permission to the parishes of the Diocese of Knoxville and to the agents of the Diocese of Knoxville, collectively "the Employer" to investigate thoroughly my complete personal, educational and work histories and to verify all information that may be given in connection with my seeking employment as a teacher in the Diocese of Knoxville. In addition, I release the Employer and the Bishop of Knoxville, as well as any individual or organization and all of their agents who may supply written or oral information regarding myself to the office of the Employer, from any and all liabilities resulting from such investigation or verification. I understand and agree that I may be denied employment, or, if I am already employed, that my employment may be terminated based on the information obtained during that investigation or verification. Upon the termination of my employment as a teacher for the Employer, regardless of when, how or why my employment is terminated, and whether such termination is effected by me or by the Employer, I authorize the release of reference information on all aspects of my employment history with any school within the jurisdiction of the Employer and release the Employer and all of its agents from any and all liability resulting from disclosure of information on my employment history.

In addition, I understand and agree that this application will be considered valid for a period of ninety (90) days. I recognize that if I wish to be considered after this period of time that a new application for employment may be required.

Moreover, I understand that if the Employer offers employment, my employment will be based upon mutual agreement and that either the Employer or I may terminate the employment relationship at any time and for any reason, except to the extent specifically provided in a written employment agreement entered into between the Employer and me. I understand that no representative of the employer is authorized to make any assurances to the contrary, and that no implied oral or written agreements contrary to the foregoing express language are valid unless they in a written employment agreement and signed by the responsible parish pastor or school principal.

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 for in this regard.

Finally, I certify that I have given true, complete and accurate information and that I have read and agreed to the conditions of employment stated in this application and authorize the release as set forth above. If any information contained in this application is found to be false, incomplete or misrepresented in any respect in the opinion of the Diocese of Knoxville, my application for employment may be rejected. Similarly, if I am already employed, I will be subject to discharge without notice at any time.

IMPORTANT – READ CAREFULLY BEFORE SIGNING

In consideration of my hire, and if hired, of my continued employment, I agree that any claim or lawsuit relating to or arising out of my employment with the Employer must be filed no later than 180 days after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary. I agree that claims based upon repeated or multiple occurrences of the same conduct (*e.g.*, pay issues) do not extend the deadline established in this Paragraph.

Signature

Date