

DIOCESE OF ALLENTOWN
OFFICE OF EDUCATION
1425 Mountain Drive North, Bethlehem PA 18015

TEACHER APPLICATION

GENERAL INFORMATION:

NAME _____ PPID _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE (HOME) _____ PHONE (CELL) _____

EMAIL _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? [] YES [] NO

PARISH/CHURCH AFFILIATION _____

Pastor/Minister _____ Phone _____

POSITION SOUGHT (if known) _____

HOW WERE YOU REFERRED TO US? _____

EDUCATIONAL BACKGROUND (Indicate dates of attendance)

_____ Elementary School Location _____

_____ High School Location _____

_____ College Major/Minor _____

_____ College Major/Minor _____

_____ College Major/Minor _____

_____ Graduate School Course of Study _____ Credits Earned _____

List degrees received, when awarded, and major field of study:

Certification: _____ PA _____ OTHER STATE: _____ Expiration date: _____

_____ PA Instructional I Subject/Area _____ Year _____

_____ PA Instructional II Subject/Area _____ Year _____

PPID _____ Other Certifications/Credentials/Endorsements _____

Student Teaching Experience:

School _____ Grade/Subject _____ Dates _____

School _____ Grade/Subject _____ Dates _____

Professional References: **Print names of employers in consecutive order with present or last employer listed first.**

1. Name of Employer	Job Title & Duties	
Street Address	City, State, Zip	
Date of Employment (give month and year) From _____ To _____	Supervisor	Telephone
Reason for leaving: _____		

2. Name of Employer	Job Title & Duties	
Street Address	City, State, Zip	
Date of Employment (give month and year) From _____ To _____	Supervisor	Telephone
Reason for leaving: _____		

3. Name of Employer	Job Title & Duties	
Street Address	City, State, Zip	
Date of Employment (give month and year) From _____ To _____	Supervisor	Telephone
Reason for leaving: _____		

Total number of years teaching as a **full-time** certified (K-12) teacher _____

Grade and/or subject(s) you prefer to teach _____

Grade and/or subject(s) you will teach _____

Work experience other than teaching:

Please describe your experience level with instructional technology:

[] inexperienced [] beginner [] experienced

I hereby affirm that the information provided on this application (and accompanying résumé, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

This application is not a contract and cannot create a contract.

DATE _____ SIGNED _____

The completed application will be kept on file by the Diocesan Office of Education for a period of one (1) year from the date received **IF** all the credentials listed below accompany the application. An application will be destroyed after a stated period of time.

The following credentials, along with this completed application, must be received by the Personnel Director of the Diocesan Office of Education ***before the interview at the Office of Education:***

- ___ Official transcripts of all college credits. (An official transcript is one that has been received directly from the college/university. It must bear the college/university seal, date, and an appropriate registrar's signature. Computer-generated transcripts must be printed on security paper.)
- ___ A copy of your Professional Teaching Certificate.
- ___ Letter of recommendation from the pastor of the parish to which you belong attesting to your participation in that faith community.
- ___ Three (3) SIGNED Professional Letters of Recommendation from previous employers/supervisors no more than two years old.
- ___ PA Criminal Record Check (form SP4-164, no more than one year old).
- ___ Pennsylvania Child Abuse Clearance (no more than one year old).
- ___ Federal Criminal History Record (Proof of Fingerprint Submission with Applicant I.D./ UE ID, no more than one year old). PDE, Non-Public Schools-Service Code: **1KG6TR**
- ___ Letter(s) from the school(s) verifying prior full time teaching experience are needed to receive credit for previous experience (full years) teaching.

****Please read before submitting application:***

- Initial application packet should be sent **directly to the school** that posted an opening.
- Please keep a copy of this application for your records. It is the applicant's responsibility to provide the school with **ALL** requested materials.
- Please mail all required documents to Director of Personnel at the address on the front of the application **before the interview** at the Diocese of Allentown, Office of Education.

Applicant is to complete the following:

Describe your personal philosophy of education:

Why do you want to teach in a Catholic School?

How do you practice your religion?

Signature of Interviewer

To be signed at time of interview.

Date of Interview

Rev. 12/17

Fingerprint Service Code Form

Service Name: Non-Public Schools

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

1KG6TR

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card/ Document (I-766) with Photo
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate



Don't have access to the Internet? You can still schedule an appointment by calling **844-321-2101**