



Application for Professional Employment

Last Name	First	Middle	Maiden	Title (Mr., Ms., etc)
Current Street Address				
City	State	Zip	Telephone ()	
Permanent Street Address (If Different)				
City	State	Zip	Telephone ()	
Social Security Number		Religious Order (If Religious)		

Teaching/Administrative Preferences	
List positions for which you are qualified and wish to be considered, in order of preference	
1	5
2	6
3	7
4	8

Extracurricular Preferences	
List activities you are qualified and willing to coach, direct, or supervise, in order of preference	
1	5
2	6
3	7
4	8

Dates From-to	Education College or University	Degree	Major	Minor
-				
-				
-				
-				

Student Teaching

Certificate Number	State	Description (Type of Certificate, Subjects or Fields)	Issue Date

Additional Requirements for Applicants for Administrative Positions

*(Complete this section **only** if you are applying for an administrative position)*

The Catholic Diocese of Peoria and The High School of Saint Thomas More have established the following requirements for all administrators. Please check if you meet them:

- Professed and Practicing Catholic Illinois Teaching Certificate
 Masters Degree at Least 18 Hours in Administration

If you **do not** have an administrative certificate or a degree in administration, please list the courses which fulfill the 18 hour requirement:

Dates From-to	Course Name	University	Number Of Hours
-			
-			
-			
-			
-			
-			

Number of Years You Attended Catholic Schools:

Prior Employment

List all the places you have been employed as a teacher or administrator, beginning with the most recent

Dates From-to	Employer Name and Address	Position(s) Held	Reason for Leaving
-			
-			
-			
-			
-			
-			
-			

Organizations

List professional educational organizations to which you belong.

1	3
2	4

References

List three recent academic or professional references. Include your current immediate supervisor

Name	Address	Telephone	Position

Other Desirable Qualifications

Describe other qualifications which make you a particularly suitable and attractive candidate.

Please feel free to attach additional pages

Personal Characteristics

List the strengths you bring to The High School of Saint Thomas More.

Please feel free to attach additional pages

Catholic School Philosophy

Tell how your personal view of education applies to Catholic schools.

Please feel free to attach additional pages

Church Affiliation Questions			
Are you a member of the Roman Catholic Church?	Were you ever baptized a Catholic or did you ever practice the Catholic faith?		
Name of your parish or church	Denomination If not Catholic		
Street Address			
City	State	Zip	Telephone ()
<p>Non-Catholics may not be employed as administrators of schools in the Catholic Diocese of Peoria. Non-Catholic teachers must never have been Catholic. All professional employees of The High School of Saint Thomas More will be expected to meet the following standards: The individual's conduct and lifestyle must be consistent with Catholic doctrine and moral standards. For example: Remarriage without annulment cannot be accepted. Co-habitation without marriage cannot be accepted. Practicing or avowed homosexuality cannot be accepted. Public dissent from the official teaching of the Church cannot be accepted. The individual must live a moral life either as a single person or as a validly married person according to the laws of the Church and must observe fully the obligations of either of these states of life. The individual must understand and be ready to teach and advocate a moral stance consistent with Catholic teachings, therefore: teaching or advocating abortion, sterilization, or contraceptive techniques is not acceptable, and teaching and advocating scriptural interpretations consistent with the teaching of the Catholic Church is required. The individual must be willing to promote Catholic faith development with students. The individual must be willing to be part of the faith community of the school by attending school liturgies and praying with students and staff. The individual understands and accepts the social justice teachings of the Church. The individual will participate in inservice programs dealing with deepening our understanding of the Catholic faith.</p>			
Do you meet these requirements and are you willing to abide by these stipulations?			
Please note that you are also required to complete the Church Affiliation Form which is included in your application materials packet. Ask the pastor, priest, or other minister of your congregation complete this form, and ask him/her to be as specific as possible about your church attendance and your involvement in church activities. If you have only recently moved into your parish or church, you may wish to make a copy of the form and have the second copy completed by a clergyman who is more familiar with your faith practice.			
Are you legally eligible for employment in the United States?			
If you have ever used a surname other than that indicated on this application, please state the name and explain:			
If you have any physical or mental handicap which would affect your performance of the duties of the position for which you are applying, please explain. <i>Note that qualified handicapped individuals will be considered for employment.</i>			
If you have ever been convicted of a crime other than a minor traffic offense, please give the nature of the conviction, date, sentence received, sentence served including dates and location, names of probation or parole officers, and any other facts or circumstances you wish to provide. <i>Note that conviction of a crime does not necessarily disqualify a candidate for employment.</i>			
Read this Carefully			
<p>I am aware of the Illinois Abused and Neglected Child Reporting Act and its reporting requirements. The facts set forth above are true and complete. I hereby authorize investigation of all statements contained in this application and full disclosure of my prior education and work record. I understand that employment is contingent upon this investigation and that, if employed, false statements in the application shall be considered sufficient cause for dismissal. I hereby release The High School of Saint Thomas More and any prior employer, including their agents, employees, representatives, or attorneys, from all liability which may arise from the providing or use of any personal or employment references, and from any obligation to provide me with written notification of such disclosure. I understand that this may include a record of disciplinary action assessed by previous employers or schools. I authorize the agents of The High School of Saint Thomas More to undertake any investigation it deems appropriate in connection with this application, including contact with all previous employers and a criminal background check. I recognize that this application is not an offer to enter into a contract or a contract of employment, and that any such contract offer is subject to approval by diocesan authority. I recognize further that any contract is valid only when signed by the bishop or his delegate.</p>			
Signature			Date

