



**APPLICATION OF EMPLOYMENT  
FOR  
PRINCIPAL  
ASSISTANT PRINCIPAL  
TEACHER**

Applications are accepted only for open positions

*\*\*\*Please complete, print, sign and mail or e-mail to the school where you are applying.*



**Thank you for your interest in employment with the Catholic Diocese of Spokane!**

Here is some helpful information about the application process:

- Please submit your application directly to each school where you are applying.
- You will be contacted by individual schools to schedule an in-person or phone interview, based on the information in your application.
- If you are not contacted for an interview, you will receive no immediate notice due to the large volume of applications. You are welcome to visit the diocesan website for updated employment opportunities.

**PLEASE FOLLOW THESE INSTRUCTIONS TO COMPLETE THIS APPLICATION**

1. Please send completed application to each school for which you are applying.
2. Attach cover letter and resume.

**AUTHORIZATION TO WORK**

The Diocese of Spokane hires only individuals who are legally eligible to work in the United States. If you accept an offer of employment, you will be required to document that you are a US Citizen or an alien who is authorized to work in the United States before being placed on the payroll.

Are you a United States Citizen or a lawful permanent resident?  Yes  No

What type of visa and employment authorization do you have? \_\_\_\_\_

**EQUAL OPPORTUNITY STATEMENT**

The Diocese of Spokane promotes equal opportunity in all employment decisions and does not unlawfully discriminate against any applicant on the basis of race, national origin, sex, disability or medical condition, age, religion, veteran's status, genetic information, marital status, or any other criteria protected by Federal and State law. The Diocese reserves the right to favor Catholic applicants and to consider Catholic teachings in employment decisions which directly impact the church's pastoral mission.

In accordance with the Americans with Disabilities Act, applicants are welcome to request needed accommodations for any portion of the application process by contacting the Office of Education.



# CATHOLIC DIOCESE OF SPOKANE

**Application Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**I am applying for:** (check all that apply) \_\_\_\_Principal      \_\_\_\_ Assistant Principal      \_\_\_\_Teacher

Full Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Last                      First                      Middle

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Religious Preference: \_\_\_\_\_ Parish Affiliation: \_\_\_\_\_

## CERTIFICATION

List all certificates you hold.

State	Type of Certificate	Date Issued	Certificate Number	Expiration

## REFERENCES

List three professional references who have first-hand knowledge of your character, scholarship, teaching ability, and/or administrative ability.

1. Name: \_\_\_\_\_

Company \_\_\_\_\_ Title: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Home or Cell Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Relationship:              Former Supervisor              Co-Worker              Other



# CATHOLIC DIOCESE OF SPOKANE

2. Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Home or Cell Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Relationship: Former Supervisor                      Co-Worker Other

3. Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Relationship: Former Supervisor                      Co-Worker                      Other

*I authorize and consent to my current and previous employers, educational institutions, and persons organizations named in the application (or accompanying resume) to release any information to the Catholic Diocese of Spokane that may be required to make an employment decision. Further, I hereby release from liability and hold harmless all persons and corporations supplying this information to the Catholic Diocese of Spokane and/or its agents. A photocopy of this authorization is as effective as the original.*

## CONVICTION RECORD

Have you ever been convicted of a violation of any local, state or federal law, other than minor traffic violations? (Includes a plea bargain or no contest.)       **NO**       **YES**

If YES, list all convictions below, from the oldest to the most recent.

Date of Conviction (Month And Year)	Mark Appropriate Box		Offense (Do Not Use Abbreviations)
	Misdemeanor	Felony	



**As an applicant for employment with the Catholic Diocese of Spokane, I understand that:**

- A misrepresentation, falsification of information, or significant omissions will be cause for my application to be rejected or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.
- My employment depends upon the results of a criminal history background check; these results may disqualify me or result in termination of my employment.
- If my application for employment is accepted, the effective date of my employment is the first day of my contract.
- If I am employed, I agree to comply with and be bound by the Diocesan Code of Conduct and the Lay Employee *Handbook*.
- No diocesan representative is authorized to make any verbal assurance or promise of continued employment. All contracts are for one year.
- All application information is subject to verification.

**Please complete, print, sign and mail or e-mail this application and required additional materials to the address listed in the job posting or advertisement.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Updated: \_\_\_\_\_