



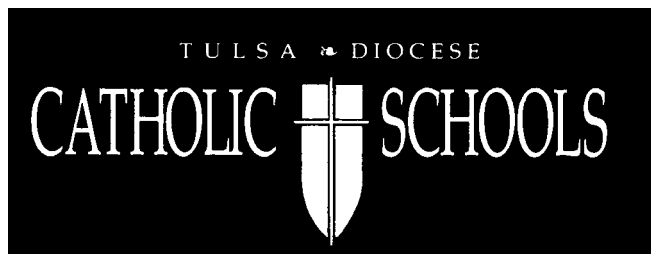
Thank you for your interest regarding a teaching position in the Tulsa Diocese Catholic schools.

Please complete the following application packet and return it to the Catholic Schools Office with your check for **\$5.00** to cover processing fees. Be sure to include copies of transcripts and certifications, a personal letter highlighting your educational experience and/or goals, and any other information not adequately covered on the application form.

Complete and sign the three (3) Reference Forms and return them with your application so that we may contact the references you have listed. As outlined in *Section 8* of the application, a letter of reference from your pastor (or religious leader of your church) is also required.

Your application will be shared with Tulsa Diocese Catholic School principals. They will contact you individually to arrange interviews. If you do not contract for teaching in the Diocese of Tulsa Catholic Schools within a calendar year and if the Catholic Schools Office receives no request from you to keep your file active, your file will be destroyed.

If you have any questions, please call the Catholic Schools Office at 918.582.9177 or e-mail us at [catholicschools.office@dioceseoftulsa.org](mailto:catholicschools.office@dioceseoftulsa.org).



**EMPLOYMENT APPLICATION**

*The Diocese of Tulsa Catholic schools considers applicants for all positions without regard to race, color, sex, national origin, age, marital status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.*

**SECTION 1. PERSONAL DATA:**

Answer to items marked with \* is optional. Otherwise, you are requested to fill in all the blanks. If an item does not apply, use NA. For all sections, if added space is needed, please attach additional sheets.

**CHECK TITLE:**    \_\_\_ Miss        \_\_\_ Mrs.        \_\_\_ Ms.        \_\_\_ Mr.  
                          \_\_\_ Sister      \_\_\_ Brother    \_\_\_ Deacon    \_\_\_ Rev. (Diocesan)    \_\_\_ Rev. (Religious)

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Social Security Number</i>
			--            --
<i>Maiden Name</i>		<i>Religious Name (if different), Religious Community &amp; initials, city &amp; state</i>	
<i>Mailing Address, City, State, Zip</i>			<i>Home Telephone</i>
<i>Work Address</i>			<i>Work Telephone</i>
<i>U.S. Citizen:</i>			<i>Religion</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Church Attended</i>			<i>Church Address</i>

**SECTION 2. EDUCATIONAL BACKGROUND:**

School	Name of School	City /State	Dates	Degree	Date Granted
High School					
College(s) or University					
Other					

**PRACTICE TEACHING:**

School	Mailing Address	Date	Grade(s)	Subject(s)

**SECTION 2 (Cont'd). CERTIFICATION(S):** List all types of certificates and teaching area(s) in which you are qualified to teach. Be

specific. If possible, add copy of your teaching certificate(s) to this application.

State / Agency	Type	Area	Cert. No.	Date Issued	Expiration

**SECTION 3. PRESENT EDUCATIONAL ASSIGNMENT AND EXTRA-CURRICULAR INVOLVEMENT:**

<i>School where presently employed (if applicable)</i>		<i>Position(s) Held</i>	
<i>School Address</i>		<i>Grade(s) Taught</i>	
<i>Subject Taught (if departmentalized)</i>		<i>Total No. of Students Taught</i>	<i>Hours Spent in Teaching (weekly)</i>
<i>Hours spent in other school-related (not preparation) tasks. Specify.</i>			
<i>If your present teaching situation is unique (e.g., team teaching), please explain:</i>			
<i>Please mark any extra-curricular activities you are engaged in as part of your present assignment or an extension of it:</i>			
<input type="checkbox"/> Sports <input type="checkbox"/> Drama <input type="checkbox"/> Speech <input type="checkbox"/> Music <input type="checkbox"/> School Paper/Yearbook <input type="checkbox"/> Community Programs			
<input type="checkbox"/> Other: <i>Specify and give details of your participation:</i>			

List major workshops, seminars, internships, grants, summer programs in which you have participated in the last five years and that are not normally part of a degree program. (Do not include conventions, single meetings, etc.):

Program / Place	Sponsor	Date	Field

<i>Please list all of your teacher association and other professional association memberships:</i>
<i>Please list any articles/books which you have published, including name and date of the journal(s), publishing company and publication date:</i>

**SECTION 4. PREVIOUS EXPERIENCE:**

**POSITIONS IN EDUCATIONAL INSTITUTIONS. List all prior educational employment below. Put most recent first.**

SCHOOL	CITY AND STATE	YOUR TITLE	GRADE OR SUBJECT	FROM MO. / YR.	TO MO. / YR.

**OTHER EXPERIENCE: Include all full-time educational and non-educational experience during the past five years, whether or not it has pertinence for a position in education. In addition, list other experience which though not academic has been of service in preparing you for a position in education. List most recent first.**

EMPLOYER & ADDRESS	NATURE OF EXPERIENCE	FROM MO. / YR.	TO MO. / YR.

**SECTION 5. POSITION PREFERENCE:**

FULL-TIME 1      PART-TIME 1      SUBSTITUTE 1

CHOICE	GRADE LEVEL	SUBJECT OR SPECIALITY
1.		
2.		
3.		
4.		

<i>I have the following preference as to school or location in which to teach:</i>	
<i>How soon will you be available?</i>	<i>How long will you be available? (Final date)</i>
<i>If under contract, when are you required to sign next year's contract?</i>	<i>Reason for leaving your present (or recent) employment:</i>

**SECTION 6. REFERENCE INFORMATION:**

**REFERENCES: Three people who can provide us information about your qualifications for the position you are applying for. No application can be processed without COMPLETE name, mailing address, telephone, and official position/title information.**

**Please indicate whether address/phone information is for person's home or school/business. Home 1 Business 1**

<i>Name</i>	<i>Telephone</i>
<i>School/Business</i>	<i>Title</i>
<i>Mailing Address</i>	<i>City/State/Zip</i>

**Please indicate whether address/phone information is for person's home or school/business. Home 1 Business 1**

<i>Name</i>	<i>Telephone</i>
<i>School/Business</i>	<i>Title</i>
<i>Mailing Address</i>	<i>City/State/Zip</i>

**Please indicate whether address/phone information is for person's home or school/business. Home 1 Business 1**

<i>Name</i>	<i>Telephone</i>
<i>School/Business</i>	<i>Title</i>
<i>Mailing Address</i>	<i>City/State/Zip</i>

**Placement Bureau / College Placement papers:** \_\_\_\_\_  
 \_\_\_\_\_

\*\*\*\*\*

**SECTION 7. APPLICANT'S CERTIFICATION: Please read carefully before signing. If you have questions, please ask the interviewer.**

The foregoing is true and complete to the best of my knowledge and may be verified by the Tulsa Diocese Catholic Schools unless otherwise noted. I agree that if, in the judgment of the Tulsa Diocese Catholic Schools, any misrepresentation has been made by me in this application, any offer of employment may be withdrawn or (if hired) I may be subject to disciplinary action including termination of employment at any time.

I UNDERSTAND AND AGREE THAT EMPLOYMENT AT THE TULSA DIOCESE CATHOLIC SCHOOL IS AT-WILL. THIS MEANS THAT IF I AM OFFERED AND ACCEPT EMPLOYMENT WITH THE TULSA DIOCESE CATHOLIC SCHOOL, I OR THE TULSA DIOCESE CATHOLIC SCHOOL MAY TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND THE TULSA DIOCESE CATHOLIC SCHOOL WILL NOT BE LIABLE TO ME FOR ANY CONTINUATION OF SALARY, WAGES OR EMPLOYMENT-RELATED BENEFITS.

I authorize the Tulsa Diocese Catholic Schools to communicate with all my former employees, school officials, and persons named as references. I hereby release these parties from any liability for any damage whatsoever resulting from giving such information. I understand that as the Tulsa Diocese Catholic Schools deems necessary, I may be required to work overtime hours, or hours outside a normally defined work day or work week. Upon employment, I will be required to produce documents showing that I am legally authorized to work in the United States. Receipt of my application by the Tulsa Diocese Catholic Schools does not imply that I have been or will be offered employment.

Any offer of employment that is extended to the applicant as a result of this application for employment is contingent upon a satisfactory report from your references and completion of a background check.

BY MY SIGNATURE BELOW, I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND FULLY UNDERSTAND THE SAME.

<i>Date</i>	<i>Signature</i>
-------------	------------------

**Please return this application packet to: Catholic Schools Office  
 820 South Boulder Avenue  
 Tulsa, OK 74119-1624**

**EMPLOYMENT APPLICATION - SECTION 8**

<i>Religion:</i>	
<i>Parish/Name of Church:</i>	<i>Address/City/State/Zip:</i>
<i>Pastor (or Religious Leader):</i>	

Please note: **All applicants are requested to submit a letter of reference from their pastor (or religious leader of their church if non-Catholic).** This letter may be sent by mail directly to the Catholic Schools Office, 820 South Boulder Avenue, Tulsa, OK 74119 and addressed to Mr. Todd C. Goldsmith, Superintendent of Catholic Schools.

**ALL APPLICANTS MUST ANSWER THE FOLLOWING THREE QUESTIONS.**  
 (Use a separate sheet of paper if necessary):

<i>In what ways are you involved in your church community?</i>
<i>In what ways do you provide for your own spiritual growth?</i>
<i>Briefly discuss your educational background as it relates to knowledge and understanding of the Catholic faith.</i>

**PLEASE COMPLETE THE FOLLOWING WHERE APPLICABLE:**

SACRAMENTS RECEIVED	WHERE	YEAR
Baptism		
First Eucharist		
First Penance		
Confirmation		
Matrimony		
Blessed by Church?		
Holy Orders		
Anointing of the Sick		



# REFERENCE FORM

Catholic Schools Office  
 820 South Boulder Avenue  
 Tulsa, Oklahoma 74119 | (918) 582-9177

\_\_\_\_\_ has applied for an instructional position. We would appreciate your response to the following items and welcome any other comments that you might have which could be helpful to us in evaluating this candidate for possible employment. Your honest and candid remarks will be treated confidentially. We trust your interest in children will motivate your response. Thank you for your courtesy.

**Please circle the number that most accurately reflects your evaluation or opinion of the above candidate.**

Rating: 1=outstanding; 2=very good; 3=good; 4=fair; 5=unsatisfactory

PERSONAL QUALIFICATIONS:						INTERPERSONAL SKILLS:					
Personal appearance	1	2	3	4	5	Leadership	1	2	3	4	5
Physical health & absenteeism	1	2	3	4	5	Cooperation	1	2	3	4	5
Maturity & emotional stability	1	2	3	4	5	Respect of others	1	2	3	4	5
Communication skills	1	2	3	4	5	Adaptability	1	2	3	4	5
Interpersonal relationships	1	2	3	4	5	Human relations	1	2	3	4	5
Dependability	1	2	3	4	5	Parent & community relationships	1	2	3	4	5
Judgment & ethics	1	2	3	4	5						

TEACHING EFFECTIVENESS:						PROFESSIONAL QUALIFICATIONS:					
Knowledge of subject matter	1	2	3	4	5	Dedication & commitment	1	2	3	4	5
Individualization	1	2	3	4	5	Punctuality & attendance	1	2	3	4	5
Pupil evaluation	1	2	3	4	5	Attention to reports	1	2	3	4	5
Planning & presentation	1	2	3	4	5	Participation in school activities	1	2	3	4	5
Student management	1	2	3	4	5	Time management	1	2	3	4	5
Respect of materials	1	2	3	4	5	Stress management	1	2	3	4	5

How long have you known applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Would you hire / rehire the applicant?    1 Yes                      1 No

Comments \_\_\_\_\_


**TO THE APPLICANT**

*Print the name and complete address of your reference in this space. The Catholic Schools Office will mail this form to your reference.*

**TO THE APPLICANT**

Please sign and date the release form below.  
This release form will be kept in your personnel file.

***CONSENT TO RELEASE INFORMATION***

In order for the Catholic Schools to obtain the information that it requires to evaluate your application for employment, it is necessary to obtain your written consent to the release of information from your current and former employers and other references. Execution of this document constitutes consent to release of such information. A copy of your signed release will be sent to your current and former employers and other references.

*I, the undersigned, hereby authorize any individual, former employer, firm, or corporation identified as a reference or employer to answer all questions that may be asked, either orally or in writing, and provide all information that may be sought in connection with my employment application, or concerning me or my work habits, character or skills. I am aware that the information provided is confidential and will not be made available to me. I will not hold the individual, organization or Catholic Schools liable for information received or provided in good faith. A copy of this authorization shall be valid as the original.*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**The Diocese of Tulsa Catholic Schools requires three work references, one of which must be from a person who has supervised you including your most recent principal/supervisor. Recent graduates should include supervising teacher and university supervisor or a complete university placement file.**





# REFERENCE FORM

Catholic Schools Office  
 820 South Boulder Avenue  
 Tulsa, Oklahoma 74119 (918) 582-9177

\_\_\_\_\_ has applied for an instructional position. We would appreciate your response to the following items and welcome any other comments that you might have which could be helpful to us in evaluating this candidate for possible employment. Your honest and candid remarks will be treated confidentially. We trust your interest in children will motivate your response. Thank you for your courtesy.

**Please circle the number that most accurately reflects your evaluation or opinion of the above candidate.**

Rating: 1=outstanding; 2=very good; 3=good; 4=fair; 5=unsatisfactory

PERSONAL QUALIFICATIONS:						INTERPERSONAL SKILLS:					
Personal appearance	1	2	3	4	5	Leadership	1	2	3	4	5
Physical health & absenteeism	1	2	3	4	5	Cooperation	1	2	3	4	5
Maturity & emotional stability	1	2	3	4	5	Respect of others	1	2	3	4	5
Communication skills	1	2	3	4	5	Adaptability	1	2	3	4	5
Interpersonal relationships	1	2	3	4	5	Human relations	1	2	3	4	5
Dependability	1	2	3	4	5	Parent & community relationships	1	2	3	4	5
Judgment & ethics	1	2	3	4	5						

TEACHING EFFECTIVENESS:						PROFESSIONAL QUALIFICATIONS:					
Knowledge of subject matter	1	2	3	4	5	Dedication & commitment	1	2	3	4	5
Individualization	1	2	3	4	5	Punctuality & attendance	1	2	3	4	5
Pupil evaluation	1	2	3	4	5	Attention to reports	1	2	3	4	5
Planning & presentation	1	2	3	4	5	Participation in school activities	1	2	3	4	5
Student management	1	2	3	4	5	Time management	1	2	3	4	5
Respect of materials	1	2	3	4	5	Stress management	1	2	3	4	5

How long have you known applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Would you hire / rehire the applicant?    1 Yes                      1 No

Comments \_\_\_\_\_

**TO THE APPLICANT**

*Print the name and complete address of your reference in this space. The Catholic Schools Office will mail this form to your reference.*

Four horizontal lines for writing a reference name and address, enclosed in a thick black rectangular border.

**TO THE APPLICANT**

Please sign and date the release form below.  
This release form will be kept in your personnel file.

***CONSENT TO RELEASE INFORMATION***

In order for the Catholic Schools to obtain the information that it requires to evaluate your application for employment, it is necessary to obtain your written consent to the release of information from your current and former employers and other references. Execution of this document constitutes consent to release of such information. A copy of your signed release will be sent to your current and former employers and other references.

*I, the undersigned, hereby authorize any individual, former employer, firm, or corporation identified as a reference or employer to answer all questions that may be asked, either orally or in writing, and provide all information that may be sought in connection with my employment application, or concerning me or my work habits, character or skills. I am aware that the information provided is confidential and will not be made available to me. I will not hold the individual, organization or Catholic Schools liable for information received or provided in good faith. A copy of this authorization shall be valid as the original.*

\_\_\_\_\_ *Print Name*

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *Date*

**The Diocese of Tulsa Catholic Schools requires three work references, one of which must be from a person who has supervised you including your most recent principal/supervisor. Recent graduates should include supervising teacher and university supervisor or a complete university placement file.**



# REFERENCE FORM

Catholic Schools Office  
 820 South Boulder Avenue  
 Tulsa, Oklahoma 74119 (918) 582-9177

\_\_\_\_\_ has applied for an instructional position. We would appreciate your response to the following items and welcome any other comments that you might have which could be helpful to us in evaluating this candidate for possible employment. Your honest and candid remarks will be treated confidentially. We trust your interest in children will motivate your response. Thank you for your courtesy.

**Please circle the number that most accurately reflects your evaluation or opinion of the above candidate.**

Rating: 1=outstanding; 2=very good; 3=good; 4=fair; 5=unsatisfactory

PERSONAL QUALIFICATIONS:						INTERPERSONAL SKILLS:					
Personal appearance	1	2	3	4	5	Leadership	1	2	3	4	5
Physical health & absenteeism	1	2	3	4	5	Cooperation	1	2	3	4	5
Maturity & emotional stability	1	2	3	4	5	Respect of others	1	2	3	4	5
Communication skills	1	2	3	4	5	Adaptability	1	2	3	4	5
Interpersonal relationships	1	2	3	4	5	Human relations	1	2	3	4	5
Dependability	1	2	3	4	5	Parent & community relationships	1	2	3	4	5
Judgment & ethics	1	2	3	4	5						

TEACHING EFFECTIVENESS:						PROFESSIONAL QUALIFICATIONS:					
Knowledge of subject matter	1	2	3	4	5	Dedication & commitment	1	2	3	4	5
Individualization	1	2	3	4	5	Punctuality & attendance	1	2	3	4	5
Pupil evaluation	1	2	3	4	5	Attention to reports	1	2	3	4	5
Planning & presentation	1	2	3	4	5	Participation in school activities	1	2	3	4	5
Student management	1	2	3	4	5	Time management	1	2	3	4	5
Respect of materials	1	2	3	4	5	Stress management	1	2	3	4	5

How long have you known applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Would you hire / rehire the applicant?    1 Yes                      1 No

Comments \_\_\_\_\_  
 \_\_\_\_\_


**TO THE APPLICANT**

*Print the name and complete address of your reference in this space. The Catholic Schools Office will mail this form to your reference.*

**TO THE APPLICANT**

Please sign and date the release form below.  
This release form will be kept in your personnel file.

***CONSENT TO RELEASE INFORMATION***

In order for the Catholic Schools to obtain the information that it requires to evaluate your application for employment, it is necessary to obtain your written consent to the release of information from your current and former employers and other references. Execution of this document constitutes consent to release of such information. A copy of your signed release will be sent to your current and former employers and other references.

*I, the undersigned, hereby authorize any individual, former employer, firm, or corporation identified as a reference or employer to answer all questions that may be asked, either orally or in writing, and provide all information that may be sought in connection with my employment application, or concerning me or my work habits, character or skills. I am aware that the information provided is confidential and will not be made available to me. I will not hold the individual, organization or Catholic Schools liable for information received or provided in good faith. A copy of this authorization shall be valid as the original.*

\_\_\_\_\_ *Print Name*

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *Date*

**The Diocese of Tulsa Catholic Schools requires three work references, one of which must be from a person who has supervised you including your most recent principal/supervisor. Recent graduates should include supervising teacher and university supervisor or a complete university placement file.**