



THE ARCHDIOCESE OF SAN FRANCISCO

DEPARTMENT OF CATHOLIC SCHOOLS
ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602
(415) 614-5666



Dear Candidate:

Thank you for your interest in employment opportunities in the schools of the Archdiocese of San Francisco. The staff of the Department of Catholic Schools looks forward to assisting you in locating a position that suits your talents, interests and experience. We anticipate working with you as you strive to make a positive contribution to our mission of providing quality Catholic education for our students.

To qualify as a candidate, you must have a baccalaureate degree and some experience working in a classroom setting. To complete your placement file, please submit all of the following items to the Department of Catholic Schools:

1. Completed Teacher Application Form.
2. Resume.
3. 2 professional reference letters (see Reference Check form; should include former employers).
1 personal character reference letter (see Character Reference Check form; no relatives).
4. Official Transcript(s) of college and university work. *If transcripts are from foreign colleges or universities they must be reviewed by the Credentials Evaluation Service.*
5. Verification of advanced College degrees (diploma ok)
6. Verification of Public, Private or Catholic School teaching/administrative experience (see form).
7. Verification of current valid Credential(s). *If you do not possess a current valid California credential, California state law requires that you undergo a criminal records check. The clearance process will begin at the time of hire.*
8. \$25.00 non-refundable processing fee payable to the "Department of Catholic Schools".
9. T.B. clearance verification. *If this is your first employment as a teacher, California law requires that you be examined for tuberculosis within 60 days before you are hired.*
10. Confirmation by the Department of Catholic Schools will be sent after the above is received.

Files are retained for two (2) years from date of application.

We are grateful for your interest in our schools and for the opportunity to begin a rewarding professional relationship with you.

Sincerely,

Mrs. Alicia Weinman
Office Manager

*Please direct any questions or concerns to the Employee Relations Manager:
Ms. Christine Escobar (415) 614-5540
escobar@sfarch.org*



Archdiocese of San Francisco

Application for Employment

PERSONAL INFORMATION

Date _____ Last Name _____ First Name _____ Middle _____ Other name(s) under which known _____

Address No. & Street _____ City _____ State _____ Zip _____

(____)____-____ (____)____-____ (____)____-____ _____

Home Phone _____ Cell Phone _____ Business Phone _____ Email Address _____

Have you ever worked/volunteered for the Roman Catholic Church? Yes No Where _____ When _____

Religion: _____ Parish: _____

Do you have any friends or relatives working for the Archdiocese of SF? Yes No If yes, state name(s), relationship and location:

Name	Relationship	Location

Position applying for: _____

Are you applying for Regular full-time work? Yes No Regular part-time work?..... Yes No
 Temporary or On-Call work, e.g., summer or holiday work? Yes No

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available? From: _____ To: _____

Are you available to work on weekends? Yes No. Would you be available to work overtime, if necessary? Yes No

If under age 18, can you provide a work permit if offered a job? Yes No

If hired, can you show proof of your right to work in the U.S.? Yes No

If hired, on what date can you start work? _____ Salary desired: _____

Are you able to safely perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No. If no, describe the functions that cannot be performed. _____

Have you ever been terminated or asked to resign from employment: Yes No If yes, please explain: _____

EDUCATION, TRAINING AND EXPERIENCE

School	Name and Address	Course of Study	Number of Years Completed	Did you Graduate?	Degree or Diploma
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/ University				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	



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If applicable to the position for which you are applying, do you speak, read, or write a language other than English? Yes No

If yes, which language(s) _____ Fair Good Fluent

EMPLOYMENT HISTORY

Please list all present and past employment and work related volunteer activities starting with the most recent for the last ten (10) years. Account for all periods of unemployment in excess of one month and for any time periods not included in your resume. Please attach a separate sheet if necessary.

Name of Employer	Type of Business	Dates of Employment: From _____ To _____
Address & Street	City	State _____ Zip _____
Your Supervisor's Name	Telephone No. (____) _____ - _____	Ok to Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Position and Duties		
Reason for Leaving		

Name of Employer	Type of Business	Dates of Employment: From _____ To _____
Address & Street	City	State _____ Zip _____
Your Supervisor's Name	Telephone No. (____) _____ - _____	Ok to Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Position and Duties		
Reason for Leaving		

Name of Employer	Type of Business	Dates of Employment: From _____ To _____
Address & Street	City	State _____ Zip _____
Your Supervisor's Name	Telephone No. (____) _____ - _____	Ok to Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Position and Duties		
Reason for Leaving		



Archdiocese of San Francisco

Application for Employment

REFERENCES

List below two professional references who have knowledge of your work performance within the last ten years.

First Name	Last Name	() -	Telephone No.	Occupation
Address & Street	City	State	Zip	Years Known
		() -		
First Name	Last Name	() -	Telephone No.	Occupation
Address & Street	City	State	Zip	Years Known

In consideration of my employment I agree to conform to the rules and standards of the Archdiocese of San Francisco as amended by the Archdiocese of San Francisco from time to time at its discretion.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand that employment with the Archdiocese of San Francisco is at-will, meaning that the terms and conditions of employment may be changed with or without notice, with or without cause, including, but not limited to, termination, demotion, promotion, compensation, benefits, duties and location of work. I understand that no representative of the Archdiocese of San Francisco has the authority to make assurances to the contrary.

I also understand that all offers of employment are conditioned on the provision of satisfactory proof of identity and legal authority to work in the United States.

ARCHDIOCESAN STATEMENT OF NON-DISCRIMINATION

The Archdiocese of San Francisco adheres to the following policy: “All school staff of Catholic Schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.” (Administrative Handbook #4111.4)

CERTIFICATION

I hereby certify under penalty of perjury under the laws of the state of California to the best of my knowledge the information presented in this application is true and complete. I understand that any false statements shall be sufficient cause for disqualification or, if hired, dismissal from employment for the Archdiocese of San Francisco. My permission is given for contact to be made with references and employers listed herein, except where superficially indicated to the contrary. I also understand that the law requires and/or allows the Archdiocese of San Francisco to perform a criminal background check after a live interview or after conditional offer of employment has been made and I will comply with all Archdiocese of San Francisco policies and procedures pertaining thereto.

Date
Applicant’s Signature