



DIocese OF HARRISBURG – SECRETARIAT FOR EDUCATION

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Office Use Only		
PL _____	FBI _____	FEE _____
T _____	SPC _____	
C _____	DPW _____	
DATE RCVD _____	Contact _____	

PROFESSIONAL EMPLOYEE APPLICATION

Catholic schools are an integral part of the educational mission of the Catholic Church. Therefore, an applicant **preferably** should be a *Catholic in good standing with the Church* and meet **one (1)** of the following **three (3)** requirements:

1. Hold a valid Pennsylvania Instructional I Teaching Certificate.
(An Instructional Certificate, which has expired, is **not** considered valid.)
2. Hold a valid out-of-state Teaching Certificate and agree to apply for and obtain a Pennsylvania Instructional I Teaching Certificate **within the first year** of employment.
3. Hold a Bachelor’s degree in Religious Studies or Theology if seeking a secondary (9-12) teaching position in **Religion**.

Elementary and secondary schools in the Diocese of Harrisburg do not discriminate on the basis of race, color, sex, national or ethnic origin in the hiring of employees.

INSTRUCTIONS TO THE APPLICANT (see complete instructions inside)

- **GIVE Pastor’s Recommendation for a Professional Employee** form to Pastor to be mailed directly **OR** to be submitted in a **sealed envelope with application**.
NOTE: Religious personnel need authorization/recommendation from a Major superior.
- Complete, sign and date application.
- **ENCLOSE WITH APPLICATION** copies of: 1) original transcripts, 2) teaching certificate, 3) any Religion certificates earned, 4) PA State Police Criminal Record Check and Department of Public Welfare background clearances, FBI Clearance from PDE and 5) **\$10.00 non-refundable** processing fee. (Make check payable to: *Secretariat for Education*.)
- Forward to the attention of the *Superintendent of Schools* at the address on the heading of application.

PERSONAL INFORMATION

NAME _____
(LAST) (FIRST) (MIDDLE)

RELIGIOUS NAME _____ NAME OF RELIGIOUS ORDER _____
(Brother, Sister)

If your academic or employment records would be held under any surname(s) other than the one you have provided, please so indicate below:

PRESENT ADDRESS _____ EMAIL _____
TELEPHONE _____

NUMBER(S) _____ CELL PHONE _____

PERMANENT ADDRESS _____ CITIZENSHIP: _____ Citizen _____ Non-Citizen
(if different) _____ **If non-citizen, are you legally eligible for employment in the USA?** ___ Yes ___ No

LEVEL DESIRED: _____ Elem. (Pre-K-8) _____ Sec. (9-12) Area of Concentration _____

CIRCLE grades you are certified to teach Date of Availability _____
Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

Are you willing to relocate: ___ Yes ___ No

Maximum commuting time: _____

<i>Office Use Only – Referred to:</i>

Child Focused - Spirit Driven

EDUCATION

Name and location of school	Dates Attended		Date Graduated	Diploma or	Degree	Nature of Studies	
	From	To					
Elementary							
High School							
College						Major	Minor
Graduate School				No. of Credits	Degree	Area of Specialization	

CERTIFICATION: Indicate any certificates you currently hold, *including* religious education certification.

TYPE OF CERTIFICATION	ISSUED BY DIOCESE/STATE	DATE ISSUED	DATE EXPIRES	SPECIFIC TEACHING AREAS

PROFESSIONAL EMPLOYMENT: List present and two most previous employments, beginning with your most recent position.

1. School name 2. Complete address – including city, state, zip, phone	Dates Employed		Salary	1. List grade and subject taught 2. Name and title of immediate supervisor	Reason for Termination
	Month	Year			
	From		\$	1.	
	To		Per diem	2.	
	From		\$	1.	
	To		Per diem	2.	
	From		\$	1.	
	To		Per diem	2.	

PROFESSIONAL REFERENCES: Please give names of the persons (e.g. supervisor, principal, department head, etc.) who know of your success or probable success as a teacher.

NAME	POSITION	ADDRESS	PHONE	EMAIL

APPLICANT'S STATEMENTS

1. Why are you seeking a teaching position in a Catholic School? _____

2. What contribution do you think you can make to a Catholic School Faith Community?

3. What religious and/or moral practices and values do you think teachers in religious-oriented schools, such as Catholic Schools, ought to demonstrate/model?

4. What talents, special interests, (including volunteer involvements) do you think could enhance your teaching in a Catholic School?

5. Have you been baptized as a Catholic? _____ When? _____ Where? _____
(Church) (State)
6. Are you still a practicing Catholic in good standing with the Church? Yes _____ No _____ Explain _____

GUIDING PRINCIPLES FOR PROFESSIONAL EMPLOYEES IN CATHOLIC SCHOOLS

The vocation of every Catholic school Professional Employee is to engage in the sacred work of forming the human person through the communication of Truth. The achievement of this specific aim depends upon the person of the teacher. The Professional Employee, in addition to being well-prepared in the subject matter, is called upon to be a good example for the students. By teaching and example, the Professional Employee guides the students to the heart of total Truth.

“The Professional Employee is expected to conduct himself or herself in accordance with the accepted code of morality and professional ethics for a teacher in a Catholic school and to avoid any embarrassment to the individual school or the diocese.” (Professional Employee’s Contract – Diocese of Harrisburg)

The Professional Employee is expected to make himself or herself aware of diocesan and local school policies and to follow the directives of the Superintendent of Schools and the local Principal. The Professional Employee should give positive support to the Principal and present a positive attitude to the students.

I have read the above Guiding Principles and agree that, if employed by a Catholic school in the Diocese of Harrisburg, I will teach and act in accordance therewith and will likewise observe the School Policies and Regulations of the Diocese of Harrisburg.

I understand that credentials filed in support of this application become the property of the Secretariat for Education and will not be returned.

I further realize any omission or falsification of information provided by me in this application will result in its invalidation.

I hereby grant permission to the Diocese of Harrisburg to release this application and attendant documents to the appropriate search committees and prospective employers within the Diocese of Harrisburg. I understand my signature absolves and releases the diocese from any and all liability for any and all legal action involving relinquishment of this personal information to others.

The information furnished herein is true and accurate to the best of my knowledge and belief.

(Applicant’s Signature)

(Date)

DIOCESE OF HARRISBURG
Elementary (37) and Secondary Schools (5), K-12 (2)

TOWN/CITY	SCHOOL	COUNTY
GETTYSBURG	St. Francis Xavier (K/3-8)	Adams
HANOVER	Sacred Heart (K/5-8)	Adams
McSHERRYSTOWN	Annunciation BVM (K/5-8)	Adams
NEW OXFORD	Immaculate Conception (K/3-8)	Adams
*McSHERRYSTOWN	Delone Catholic High School (9-12)	Adams
BERWICK	Holy Family (K5-5)	Columbia
BLOOMSBURG	St. Columba (K/3-6)	Columbia
CAMP HILL	Good Shepherd (K/5-8)	Cumberland
CARLISLE	St. Patrick (K/3-8)	Cumberland
MECHANICSBURG	St. Joseph (K/5-8)	Cumberland
NEW CUMBERLAND	St. Theresa (K/3-8)	Cumberland
*CAMP HILL	Trinity High School (9-12)	Cumberland
HARRISBURG	Holy Family (K/5-8)	Dauphin
HARRISBURG	Holy Name of Jesus (K/5-8)	Dauphin
HARRISBURG	Cathedral (K/3-8)	Dauphin
HARRISBURG	St. Catherine Laboure (K/3-8)	Dauphin
HARRISBURG	St. Margaret Mary (K/5-8)	Dauphin
HERSHEY	St. Joan of Arc (K/5-8)	Dauphin
MIDDLETOWN	Seven Sorrows BVM (K/4-8)	Dauphin
STEELTON	Prince of Peace (K/5-8)	Dauphin
*HARRISBURG	Bishop McDevitt High School (9-12)	Dauphin
CHAMBERSBURG	Corpus Christi (K/4-8)	Franklin
WAYNESBORO	St. Andrew (K/5-6)	Franklin
COLUMBIA	Our Lady of the Angels (K/3-8)	Lancaster
ELIZABETHTOWN	St. Peter (K/4-5)	Lancaster
EPHRATA	Our Mother of Perpetual Help (K/3-8)	Lancaster
LANCASTER	Resurrection (K/4-8)	Lancaster
LANCASTER	Sacred Heart (K/5-8)	Lancaster
LANCASTER	St. Anne (K/3-8)	Lancaster
LANCASTER	St. Leo the Great (K/3-8)	Lancaster
*LANCASTER	Lancaster Catholic High School (9-12)	Lancaster
*LEBANON	Lebanon Catholic High School (K/4-12)	Lebanon
LEWISTOWN	Sacred Heart (K/3-5)	Mifflin
DANVILLE	St. Joseph (1-8)	Montour
SUNBURY	St. Monica (K/3-8)	Northumberland
*COAL TOWNSHIP	Our Lady of Lourdes Regional School (K-12)	Northumberland
DALLASTOWN	St. Joseph (K/3-6)	York
HANOVER	St. Joseph (K/5-8)	York
HANOVER	St. Vincent de Paul (K/5-8)	York
NEW FREEDOM	St. John the Baptist (PreK4-2)	York
YORK	St. Joseph (K/3-6)	York
YORK	St. Patrick (K/4-6)	York
THOMASVILLE	St. Rose of Lima (K/4-6)	York
*YORK	York Catholic High School (7-12)	York

UPDATED 5/2009

*Secondary Schools