



**ONE CHURCH  
ENCOUNTERING JESUS  
EQUIPPING DISCIPLES  
LIVING MERCY**

**Certificated Teaching  
Application Form  
Rev. January, 2020**

**DIRECTIONS:** All Archdiocesan schools hire staff independently, so this application with supporting materials must go directly to the schools to which you are applying. In addition to the information below, make sure to include a resume that contains the following:

- Position desired
- Volunteer/extra-curricular activities
- Other activities you would be willing to sponsor, direct, coach or manage.
- Work history with dates, subjects taught, supervisor contact info. and reason for leaving.
- Complete student teaching history with cooperating teacher contact information (new teachers only).

**PERSONAL INFORMATION**

Date \_\_\_\_\_

Last Name	First Name	Middle Name		
Street Address	City	State	Zip Code	
( ) _____ Home Phone	( ) _____ Work Phone	( ) _____ Permanent/Parent Phone	E-mail address	

Please list any former names you have used \_\_\_\_\_

Religious Affiliation \_\_\_\_\_ Practicing Catholic Yes \_\_\_\_\_ No \_\_\_\_\_ Parish \_\_\_\_\_

**TEACHING CERTIFICATE**

**Please copy information directly from the certificate. If you have not received your certificate, please indicate expected areas of endorsement.**

Do you hold a valid Nebraska Teaching Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please complete the next two lines.

Type \_\_\_\_\_ Certificate Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Degree \_\_\_\_\_

Endorsements \_\_\_\_\_

If responding no, do you qualify to receive a Nebraska Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain why not? \_\_\_\_\_. If yes, has one been applied for? \_\_\_\_\_ Date submitted \_\_\_\_\_

Certified in another state? Yes \_\_\_\_\_ No \_\_\_\_\_ What state? \_\_\_\_\_

Endorsements \_\_\_\_\_

**EDUCATIONAL PREPARATION**

	Name and Location	Major	Degree	Graduation Date
High School	_____	XXXXXX	XXXXXX	XXXXXXXXXXXX
College/University	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Of the twelve years spent in elementary and secondary education, how many were in a Catholic School? \_\_\_\_\_ years

**CREDENTIALS AND REFERENCES**

List three individuals who can provide information about your skills and qualifications. Include supervisors, principals, and superintendents with whom you have worked.

Name and Position	Complete Mailing Address	E-Mail Address	Complete Phone Number
_____	_____	_____	(____) _____
_____	_____	_____	(____) _____
_____	_____	_____	(____) _____

Are your credentials self-managed? Yes\_\_\_\_ No\_\_\_\_

If no, credentials are on file at \_\_\_\_\_

College or University

Address

Please request that your college or university placement office submit your credentials.

**GENERAL INFORMATION**

All Individuals having contact with students are required to be safe environment (SE) certified. SE certification requires a completed (SE) training, successful background check and a code of conduct acknowledgment.

Are you SE certified for the Archdiocese of Omaha? \_\_\_\_ Yes \_\_\_\_ No

If not, you are required to complete a background check prior to employment. Once employed, you must complete or register for the SE training prior to contact with students. For employment purposes, an additional background check may be required of those already SE certified.

Are you presently employed? Yes\_\_\_\_ No\_\_\_\_ When may we contact your employer to verify your work record? \_\_\_\_\_

Name\_\_\_\_\_ Address\_\_\_\_\_ Phone Number\_\_\_\_\_

Have you ever been convicted of a felony or of a misdemeanor involving Moral Turpitude? Yes\_\_\_\_ No\_\_\_\_

If yes, please explain. \_\_\_\_\_

Have you ever been involuntarily released from a teaching contract? Yes\_\_\_\_ No\_\_\_\_

If yes, please explain \_\_\_\_\_

Have you signed a contract for next school year already? Yes\_\_\_\_ No\_\_\_\_ If yes, with what district/school/org.? \_\_\_\_\_

Date available for employment \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you willing to substitute if not under contract? Yes\_\_\_\_ No\_\_\_\_

**DECLARATION**

My signature below authorizes the Archdiocese of Omaha, which includes individual schools as well as the Catholic Schools Office, to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right to access to any such information or my liability with its release or use.

Furthermore, I certify that I have provided true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsification or misrepresentation made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or form my discharge should I become employed by the Archdiocese of Omaha.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**The Archdiocese of Omaha is an equal opportunity affirmative action employer and does not unlawfully discriminate on the basis of race, national origin, color, sex or age. It is our intention that all applicants be given an equal opportunity and that selection decisions are based on job-related factors.**