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***DIOCESE OF VENICE IN FLORIDA***

***Department of Education***

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Dear Applicant:

Thank you for your inquiry regarding a teaching position in the Diocese of Venice. Please complete the requested information and return it to the Department of Education at your earliest convenience. Your application will be activated as soon as the completed application forms, together with an **official** copy of all transcripts, and the completed returns from your references have been received. Please note that the three references must be written by someone who is in a position to critique your teaching ability, such as a peer teacher, principal, or instructor. At that time our office will contact your pastor and present/former employer, by phone, as part of the application process.

Once these provisions have been accomplished, and your application and transcripts have been reviewed by us, a brief resume of your application information and credentials will be circulated to all school principals in the Diocese of Venice. Your application will be maintained on file here at the Diocese for a two year period.

We suggest that you also notify the schools in our Diocese where you are interested in seeking a teaching position. Please inform the principals of these schools that your records are on file with this office. A directory of our schools can be viewed on our website: [www.dioceseofvenice.org](http://www.dioceseofvenice.org). The interviewing and hiring of teachers is done at the local school level. Contract, salary and job descriptions should be discussed with the employing pastor/principal.

Teachers in the Diocese of Venice must hold at least a Bachelor Degree from an accredited college or university and be eligible for a Florida Educator's Certificate. To be hired in a diocesan high school, a teacher must be certified or certifiable in the field in which he/she is employed to teach. If I may be of any further assistance, do not hesitate to contact me. May God bless you in your quest to serve in the ministry of Catholic school education.

Sincerely,

Kathleen Schwartz, Ed.D.  
Director of Education

**DIOCESE OF VENICE  
APPLICATION FOR EMPLOYMENT**

**I. PERSONAL INFORMATION**

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Present Address \_\_\_\_\_  
STREET CITY STATE ZIP

If Less than one year - Previous Address \_\_\_\_\_  
STREET CITY STATE ZIP

Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Are you at least 18 years of age? Yes  No  Email Address \_\_\_\_\_

Are you either a U.S. citizen or an alien authorized to work in the U.S.? Yes  No

Please identify canonical status: Lay  Clergy  Religious  Catholic? Yes  No

Have you ever entered a plea of guilty or nolo contendere, or been convicted of a crime? Yes  No

If yes, please explain type of crime, date, place, and penalty imposed: \_\_\_\_\_

Are there presently any criminal charges pending against you? Yes  No

If yes, please give details: \_\_\_\_\_

Do you agree to disclose any future criminal violations if hired? Yes  No

Have you ever been a defendant in a civil action for intentional tort? Yes  No

If yes, please identify the nature of the tort, date and disposition of the action: \_\_\_\_\_

**II. EMPLOYMENT DESIRED**

Diocesan entity \_\_\_\_\_ Position \_\_\_\_\_

Date you can start \_\_\_\_\_ Wage/Salary desired \_\_\_\_\_

Ever applied to the Diocese before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

**III. EDUCATION**

EDUCATION	NAME AND LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
OTHER				

Your name, if different while attending school: \_\_\_\_\_

Special Skills: \_\_\_\_\_

**IV. LICENSURE, REGISTRATION, CERTIFICATION EXAMPLES:** Driver's License, Teacher Certification, RN, LPN, PE, CPA, etc.

LICENSE, REGISTRATION OR CERTIFICATION	NUMBER	DATE RECEIVED	EXPIRATION DATE	STATE LICENSING AGENCY

**V. PERIODS OF EMPLOYMENT**

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job-related volunteer work, if applicable. Indicate number of employees supervised. **Use a separate block to describe each position or gap in employment.** If needed, attach additional sheets, using the same format as on the application. All information in this section **must** be completed. **Resumes may be attached to provide additional information.**

**① Name of Present or Last Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone No.:** (\_\_\_\_) \_\_\_\_\_

**Your Job Title:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**FROM:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **TO:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **HOURS PER WEEK:** \_\_\_\_\_ (\_\_\_\_)

Month Year                      Month Year                      Your name if different during employment

**Duties and Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

\_\_\_\_\_

**SALARY:**                      **STARTING** \_\_\_\_\_ **ENDING** \_\_\_\_\_

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**② Name of Next Previous Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone No.:** (\_\_\_\_) \_\_\_\_\_

**Your Job Title:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**FROM:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **TO:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **HOURS PER WEEK:** \_\_\_\_\_ (\_\_\_\_)

Month Year                      Month Year                      Your name if different during employment

**Duties and Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

\_\_\_\_\_

**SALARY:**                      **STARTING** \_\_\_\_\_ **ENDING** \_\_\_\_\_



**EMPLOYER USE ONLY:**

Interviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewer's observations: \_\_\_\_\_

Employer Reference Check (written or telephone)

Person Contacted	Date	Assessment
1.		
2.		
3.		

Personal Reference Check (written or telephone)

Person Contacted	Date	Assessment
1.		
2.		
3.		

General comments/assessment from references:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hired? Yes  No  Salary/Wage \_\_\_\_\_ Start Date \_\_\_\_\_

Approved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date New Employee Checklist Complete: \_\_\_\_\_

Date of Criminal Clearance: \_\_\_\_\_

**DIOCESE OF VENICE  
DEPARTMENT OF EDUCATION  
Application for Teaching Employment - Supplementary Page # 1**

		<b>Certification</b>			
<b>State</b>	<b>Type</b>	<b>Subject(s)</b>	<b>Number</b>	<b>Issued</b>	<b>Expires</b>

Special Skills: \_\_\_\_\_

**Religious Affiliation / Denomination**

Parish \_\_\_\_\_ Pastor \_\_\_\_\_

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

**PRACTICE TEACHING**

School \_\_\_\_\_ Dates \_\_\_\_\_

Address \_\_\_\_\_

Grade/Subject \_\_\_\_\_

***TEACHING EXPERIENCE***

<u><b>School Name and Location</b></u>	<u><b>Dates Employed</b></u>	<u><b>Grade/Subject</b></u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total years of full time teaching experience: \_\_\_\_\_

**DIOCESE OF VENICE**  
**DEPARTMENT OF EDUCATION**  
**Application for Teaching Employment - Supplementary Page # 2**

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***PLEASE COMPLETE THE FOLLOWING***

1. Has your education and life experience prepared you to teach in a Catholic school? Yes  No

Explain: \_\_\_\_\_  
\_\_\_\_\_

2. What grade level or subjects are you qualified or certified to teach? \_\_\_\_\_

3. What is your preference as to school or location (county/area) in which to teach? \_\_\_\_\_

4. Are you interested in substitute teaching? Yes  No

5. How soon will you be available? \_\_\_\_\_

6. If under contract, when are you required to sign next year's contract? \_\_\_\_\_

**REFERENCES**

Give at least three current references, **including superintendents and principals** under whom you have taught, who have firsthand knowledge of your character, personality, scholarship and teaching ability.

1. Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

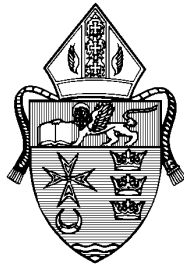
2. Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

3. Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

This application will be placed on file for consideration when vacancies occur. It should be complete and accurate in every detail. Your application will be circulated to the principals of the diocese who will contact you directly if they have an opening in your field of preparation/experience. Mail application to Diocese of Venice, Department of Education, 1000 Pinebrook Road, Venice, FL 34285.



***DIOCESE OF VENICE IN FLORIDA***

***Department of Education***

**DIOCESE OF VENICE  
DEPARTMENT OF EDUCATION  
PERSONAL AND PROFESSIONAL REFERENCE**

**NAME OF TEACHER APPLICANT:** \_\_\_\_\_

The teacher applicant listed above has submitted your name as someone qualified to recommend him/her for employment as a teacher in a Catholic school here in the Diocese of Venice in Florida. Qualified personal and professional references are a vital part of the application process.

Please rate your perception of the personal and professional qualities of the applicant from the list below. Feel free to leave blank any areas where you are unfamiliar with the applicant's performance.

Your immediate response is greatly appreciated. No further consideration of the request for employment will be given until all parts of the Application Process have been completed and returned here to the Department of Education of the Diocese of Venice. Please be advised that any information contained in this reference will be held in the strictest confidence prior to the employment of this applicant.

Please return all materials to: Department of Education, Diocese of Venice, 1000 Pinebrook Road, Venice, Florida, 34285. Thank you for your assistance in this matter.

PLEASE RATE THE DEGREE OF QUALITY OF THE APPLICANT WITH AN "X" ON A CONTINUUM OF 1-5, WITH 5 BEING THE HIGHEST QUALITY RATING. IF YOU WERE THE TEACHER'S SUPERVISOR, PRINCIPAL, OR ADVISOR, PLEASE RATE THE FOLLOWING:

<b>PROFESSIONAL QUALITIES</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. UNDERSTANDING AND TREATMENT OF STUDENTS					
2. ABILITY TO MOTIVATE STUDENTS					
3. INSTRUCTIONAL PREPAREDNESS					
4. INITIATIVE AND CREATIVITY IN TEACHING					
5. CLASSROOM ORGANIZATION					
6. CLASSROOM DISCIPLINE					
7. SCHOLARSHIP					
8. RAPPORT WITH PARENTS					
9. PROFESSIONAL ATTITUDE AND GROWTH					
10. INVOLVEMENT IN EXTRACURRICULAR ACTIVITIES					

PERSONAL QUALITIES	1	2	3	4	5
1. RELIGIOUS ATTITUDES					
2. EVIDENT MORAL VALUES					
3. COOPERATION					
4. DEPENDABILITY					
5. EMOTIONAL STABILITY					
6. COMMUNICATION SKILLS					
7. PERSONALITY					
8. ADAPTABILITY					
9. CONSISTENCY					
10. GENEROSITY WITH TIME					
11. CREATIVITY					
12. SENSE OF HUMOR					
13. HEALTHY, VIGOR, ENERGY					
14. PERSONAL GROOMING					

HOW LONG HAVE YOU KNOWN THE APPLICANT? FROM \_\_\_\_\_ TO \_\_\_\_\_

WHAT POSITION DID THE APPLICANT THEN OCCUPY? \_\_\_\_\_

WHAT WAS YOUR RELATIONSHIP WITH THE APPLICANT? \_\_\_\_\_

DO YOU KNOW OF ANY REASON WHY THIS PERSON SHOULD NOT WORK WITH STUDENTS? \_\_\_\_\_

WOULD YOU EMPLOY (OR RE-EMPLOY) THIS PERSON? \_\_\_\_\_

IF "NO", ARE YOU WILLING TO STATE THE REASON? \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSITION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Please be advised that any information contained on this reference will be held in strictest confidence prior to the employment of this applicant.