

Diocese of San Bernardino - Catholic Schools

Application for Employment Education and Welfare Corporation

We are pleased that you are interested in applying for a position with the Diocese of San Bernardino. This diocese does not discriminate in hiring or employment on the basis of race, color, sex, national origin, marital status, or on the basis of age. No question on this form is intended to secure information to be used for such discrimination. The diocese reserves the right to favor employees who are Catholic. We will give this application every consideration. However, in accepting it, the diocese makes no commitment of employment to the applicant.

All questions should be answered in your own handwriting.

Position Applied for: Full Time Part Time

Name (in full):

Address:

Email Address:

Phone Number:

Alternative Number:

Other names used in previous employment or schooling:

The Diocese is NOT covered by FEHA. Applicant is subject to background check being made earlier than into the application process.

Are you able to submit proof of eligibility to work in the US on your first day of employment? **Yes** **No**

Bilingual (other than English) language skills: Language:

Write

Speak

Translate

How did you learn about this position? Diocese Parish School Employee Bulletin Board Newspaper Other

Position Desired: (Please check all interested position)

Teacher Indicate Level Preference: Pre-School K 1 2 3 4 5 6 7 8 9-12

If 9-12, indicate subject areas of qualification:

Principal Indicate Level Preference: Elementary Secondary

Director Indicate Level Preference: Pre-School

Substitute Indicate Level Preference: Elementary Secondary Pre-School

Counselor Indicate Level Preference:

Classified Indicate Level Preference: Office Support Day/Extended Care Custodial Teacher Aide

Highest Degree Major: Minor:

Obtained from: Date:

Certification State: Yes No If yes list State issued:

List any professional special studies or research work you have done

Questionnaire

Full Name:

Address:

City/State/Zip:

Have you ever applied to or worked for the Diocese of San Bernardino before? Yes No If yes, when

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

Why are you applying for work at the Diocese of San Bernardino?

Are you able to perform the essential functions of the job for which you are applying? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicant/employees to perform essential functions.)

Answer the following questions if you are applying for a professional position

Are you licensed/certified for the job applied for? Yes No

Name of license/certification

Issuing State

License/certification number

Has your license/certification ever been revoked or suspended? Yes No

If yes, state reason(s), date of revocation or suspension and date of reinstatement

Volunteer Work

Have you participated in any vounteer work, ministry, or community service? If yes, please provide three references :				
Organization Name	Reference Name	Contact Number	Email	Dates of Service

The information I have provided on this form is accurate to the best of my knowledge and may be verified by the Diocese of San Bernardino. I agree to execute any releases necessary to permit the release to the Diocese of San Bernardino, medical, judicial and law enforcement records and information pertinent to matters addressed in this questionnaire.

Signature:

Date:

Please read carefully, Initial each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the Diocese of San Bernardino to investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Diocese of San Bernardino any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure.

I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by the Diocese of San Bernardino, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with the Diocese of San Bernardino, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. This application and the Diocese of San Bernardino Personnel Policy and Procedure Manual, contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral or written.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Diocese of San Bernardino. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Diocese of San Bernardino, and that no promises or representations contrary to the foregoing are binding on the Diocese of San Bernardino.

REFERENCE CONSENT

I understand that nothing in this application, anything discussed during an interview, or any statements made about employment before hiring is intended to create a contract of employment with the Diocese of San Bernardino. I further acknowledge and agree that if I am hired, my employment will be at will, meaning it is not for any fixed or determinable period and may be terminated at any time, with or without cause or prior notice, at the option of either myself or the Diocese of San Bernardino, subject to applicable law. I also recognize that while the Diocese of San Bernardino may enter into employment agreements that reference an annual term or renewal periods, such agreements will not alter the at will nature of the employment relationship unless expressly stated otherwise in a written agreement signed by both me and the Diocese of San Bernardino. No oral or written promises or representations to the contrary of the foregoing are binding on the Diocese of San Bernardino.

Print Name

Signature

Date

SALARY REQUIREMENTS: \$ _____ Date you can begin work: _____

TEACHING/ADMINISTRATIVE EMPLOYMENT DATA: Please account for all your time in the U.S. during the last ten (10) years, including jobs, U.S. military service unemployment service, etc. Start with present or most recent employer(s).

School: <input type="text"/>	May we contact your present employer now? <input type="checkbox"/> YES <input type="checkbox"/> NO
Address: _____	Reason for Leaving: _____
Name & Phone Number of Supervisor: _____	
Position Title: <input type="text"/>	Date Employed (MM/DD/YY) From _____ To _____
Duties: _____ _____	
School: _____	May we contact your present employer now? <input type="checkbox"/> YES <input type="checkbox"/> NO
Address: _____	Reason for Leaving: _____
Name & Phone Number of Supervisor: _____	
Position Title: _____	Date Employed (MM/DD/YY) From _____ To _____
Duties: _____ _____	
School: _____	May we contact your present employer now? <input type="checkbox"/> YES <input type="checkbox"/> NO
Address: _____	Reason for Leaving: _____
Name & Phone Number of Supervisor: _____	
Position Title: _____	Date Employed (MM/DD/YY) From _____ To _____
Duties: _____ _____	

<i>Condense other previous employment records</i>				
From	To	Employer Name	Address, City, Zip	Title of Position

Professional or Work References:

Please supply the names of three individuals who would be able to furnish reference information relative to your work performance:			
Name	Contact Number	Email	Relationship

I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any false information submitted in this application may result in my discharge, and that my employment is subject to meeting background check criteria, proof of age, proof of eligibility to work in the U.S.

Name (please print) _____ Signature & Date _____

Please provide a letter of intent stating your reasons
for applying in the Catholic School System.

Please return application and supporting documents to:
Office of Human Resources
humanresources3@sbdioocese.org

***PHILOSOPHY OF CATHOLIC SCHOOL EDUCATION
DIOCESE OF SAN BERNARDINO***

The Catholic elementary and secondary schools within the Diocese of San Bernardino are recognized as part of Christ's church and its evangelizing mission. Under the authority of the Bishop, the schools share a common Catholic vision, resources, and responsibilities as they strive to serve the youth that are reflective of the diverse cultural, ethnic, and economic population of San Bernardino and Riverside counties. The schools are committed to include the economically poor in Catholic school education. If the school is part of a parish it is considered a ministry to the parish and it is directly under the pastor/pastoral coordinator.

The tenets and the tradition of the Catholic faith are an integral component of the philosophy and goals of each school. All facets of Catholic Education contribute to the faith development of the students. All teachers are expected to reflect the commitment to teach and model Catholic principles, to promote the Good News as proclaimed by the Roman Catholic Church in contemporary society in this richly diverse diocese.

The schools are expected to prepare youth to respect the sacred dignity of the person, to be a responsible member of the community, and to be willing to translate the Good News into action through service projects and engage in respectful treatment of peers and adults.

Parents, who have the primary responsibility for the moral and religious development of their children, are partners in the educative process. Home and school, together, participate in the development of school policies, curricula, and budgetary processes based on Catholic values through School Boards, Parent Group Activities and Principal/Teacher initiatives.

Therefore, the Catholic school is committed to provide:

- * a foundation in Catholic teaching and traditions;
- * activities that allow students to experience prayer and liturgy;
- * educational opportunities for students of varied academic abilities;
- * financial aid programs to assist families unable to assume full financial responsibilities;
- * opportunities for students to serve others;
- * a values-permeated atmosphere for developing a true faith community.

In this way, the Catholic school will be a community of faith in which the Catholic message, the experience of community worship, and social concern are integrated into a total life experience. Our mission is to impact the family, neighborhood, and society with hope through Catholic Education.