



Diocese of Providence

Catholic School Office

One Cathedral Square
Providence, Rhode Island 02903
Tel: (401) 278-4550 • Fax: (401) 278-4596

Applying to Teach in a Catholic School in the Diocese of Providence

The following documents are required to be considered for employment:

- Application (download form from CSO website)
- Résumé
- Signed *Employee Witness Statement* (download from CSO website)
- *Certificate of Parish Registration* for Roman Catholic applicants (download from CSO website)
- For religious applicants, a letter of concurrence from the superior of order or congregation
- Official transcripts
- Two professional references (download form from CSO website)

The above documents should be sent to the school advertising the position.

NB: Any decision to hire an applicant depends on the successful completion of a Triple I security clearance protocol through the Office of the Attorney General. The principal must provide the applicant with the Triple I Offer of Employment Letter, the Office of Compliance Triple I Compliance Form to complete and then email these two documents along with a copy of their driver's license to compliance@dioceseofprovidence.org. The Office of Compliance will then complete the "Administrative Use" section of the Compliance Form and email it back to the applicant. The applicant will then take this form to the Attorney General's Office to complete the Triple I background check.



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Professional Educator Application

Name _____
(First) (Middle Initial) (Last)

Other name under which employment/academic records may be listed _____

Address _____
(Number and Street) (City/State) (Zip)

Telephone (Home) _____ (Cell) _____ (Work) _____ Email _____

Eligible to work in the U.S. _____

Religion _____ Are you practicing: Yes ☐ No ☐

Are you willing to sign the Catholic Witness Statement required of all employees? Yes ☐ No ☐ Download form from CSO website and attach to application.

Position Desired: _____ Teacher _____ Pre-school Teacher _____ LD/Resource Teacher _____ School Nurse/Teacher
_____ Librarian _____ Guidance Counselor _____ Assistant Teacher (Associate's Degree)

Please indicate the level(s) of the position for which you are applying: Elementary (PreK-5) _____ (Gr. 6-8) _____ Secondary (9-12) _____

Please indicate your work preference(s): Full Time _____ Part Time _____ Substitute _____

Subjects/Grades Qualified to Teach: 1 _____ 2 _____ 3 _____

Ordinarily professional educators must possess a current Rhode Island State professional credential and certification for appropriate grades and subjects being taught or be actively working toward credentialing and certification. Check required credentialing with the school's hiring agent.

Please list certifications that you hold.

State _____ Type of Certificate _____ Level/Area(s) _____ Number _____ Expiration Date _____

State _____ Type of Certificate _____ Level/Area(s) _____ Number _____ Expiration Date _____

State _____ Type of Certificate _____ Level/Area(s) _____ Number _____ Expiration Date _____

Alternative Certification _____

Subjects/Grades Qualified to Teach: 1 _____ 2 _____ 3 _____

When will you be available for a teaching position? _____

Colleges and Universities Attended:

Name of School/Location _____ Degree _____ Major _____ Minor _____

The school is subject to the Rhode Island Workers' Compensation Act, R.I.G.L. § 28-29-1, *et. seq.* to §28-38-1, *et. seq.*

Have you completed student teaching? Yes ☐ No ☐ In process ☐

If you are currently student teaching, please provide the name of the school, location and name of your supervisor.

Are you currently taking any graduate courses? _____

Are you currently pursuing a graduate degree? _____

EDUCATIONAL WORK EXPERIENCE: (Please list the most recent first)

School	City/State	Position Grade/Subject Taught	Principal's Name/Phone

WORK EXPERIENCE OUTSIDE OF EDUCATION: (Please list the most recent first)

Name of Institution	Position	Dates	Supervisor's Name/Phone

REFERENCES:

List the individuals whom you will ask to submit recommendations: References should have specific knowledge of your professional preparation and experience. Religious candidates must present a letter of concurrence from their superiors. Lay Roman Catholic candidates must present a Certificate of Parish Registration from their pastors with their application. Download form from CSO website.

Name	Position	Address	Phone

NOTICE

In employment practices, Catholic schools within the Diocese of Providence do not discriminate on the basis of race, color, sex, national origin, ancestry, physical or mental disability or protected impairment, genetic information, or veteran/military status. The school and/or parish employer will make reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship will result.

In compliance with Rhode Island General Laws 16-2-18.1 – 16-2-18.2, as well as the policy of the Diocese of Providence, all individuals offered employment in a Catholic school in the Diocese of Providence will be required to successfully complete a state and national criminal background check (Triple I). The Triple I background check must be initiated within one week of receiving a conditional offer of employment. Triple I clearances are obtained by contacting the Office of Education and Compliance, 80 Saint Mary's Drive, Cranston, RI 02920, 401-941-0760. After contacting the Office of Education and Compliance individuals with conditional job offers will be directed to the Attorney General's Office or their local police department to obtain fingerprinting. If the criminal background check identifies the existence of any disqualifying information as defined by statute, the offer will be rendered null and void.

Roman Catholic candidates for employment who have married outside the laws of the Church and whose marriages have not been regularized are ineligible for hire. Individuals baptized in the Roman Catholic Church who as adults knowingly and willingly have left the Church, for any reason, are ineligible for hire.

Application documents are gathered for the exclusive use of the Catholic School Office of the Diocese of Providence and schools in the Diocese. Copies of this application and its supporting documents (transcripts and letters of recommendations) will be sent to any school in the Diocese that requests them for the purpose of considering the applicant for a position. Neither the application nor the supporting documents will be sent to anyone else, even at the applicant's request. Applications for teaching positions will be on file in the Catholic School Office for two years after they are received. It is strongly advised that candidates update their files annually with the Catholic School Office.

AUTHORIZATION AND CERTIFICATION

I authorize any school considering me for employment to investigate all statements contained in this application, to contact the references and employers listed, except where specifically indicated to the contrary, and I release all employers, schools and other references listed on this application from any liability involved in providing this information.

I certify that I have personally completed this application. I certify that all information furnished on this application is true, accurate and complete to the best of my knowledge and that any falsification, omission, or misrepresentation of information by me will be sufficient cause for rejection of my application and/or termination of my employment. I agree to immediately notify this School if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract between the School and me.

Please sign and date this application form only after reviewing each section to ensure that all information and answers to questions are correct and complete.

Signature _____

Date _____



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Certificate of Parish Registration

Name _____

The person whose name appears above is seeking a position in the Catholic schools of the Diocese and must certify his or her standing with the Church as a condition of employment.

To the best of my knowledge this person (check all that apply):

_____ Is a baptized Catholic and registered member of this parish.

_____ Regularly attends Mass on Sundays and receives the sacraments of the Church regularly.

_____ If married, was married according to the laws of the Catholic Church.

_____ I cannot certify this person's standing with the parish or Church.

Additional comments:

Pastor's Signature _____

Date _____

Parish _____

Address _____

(Please place official church seal)

Catholic Witness Statement

WITNESS STATEMENT FOR THOSE WHO SERVE IN CATHOLIC EDUCATION

The mission of the Church is to share the Gospel of Jesus Christ. Every institution of the Church exists for this reason. The General Directory for Catechesis explains "Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world" (General Directory for Catechesis, #23). All employees of the Diocese of Providence share in this mission.

Employees of the Diocese of Providence are commissioned to live and proclaim the Gospel in every time and place. While employees are asked to serve in a variety of roles, each employee's duties and responsibilities are principally evangelical religious. That is, by word and deed, each employee is involved in spreading the Catholic faith and other key works of the Church. Every employee is vital to the spiritual and pastoral mission of the Church. In both personal and professional life, an employee must exemplify the moral teachings of the Catholic Church. The employee must not advocate or in any way encourage belief or behavior contrary to the teachings of the Catholic Church as it exists in the public forum.

All persons employed by the Diocese of Providence are to be considered ministers of the Church and are thus called to be witnesses to the life and teachings of Jesus Christ and His Church. Therefore, all who serve the Diocese should possess a basic knowledge of the Catholic Faith.

The truths of Catholic faith are outlined in the Catechism of the Catholic Church. Particular attention should be paid to the moral teaching of the Church including her social doctrine. The following principles guide the personal and professional lives of our employees:

- **Life and Dignity of the Human Person:** Every human life is sacred. Every person, at every stage, in every place has a dignity that should be respected.
- **Sanctity of Marriage and Family:** The union of a man and woman bonded together for life is a sacred institution. The Church supports families as the basic building block of society.
- **Preferential Option for the Poor and Vulnerable:** The moral test of a society is how it treats its most vulnerable members. The Church seeks an economy that supports families and looks after the poor.
- **Dignity of Work and the Rights of Workers:** If the dignity of work is to be protected, then the basic rights of workers must be respected especially to safe working conditions and a just wage.
- **Solidarity:** Learning to practice the virtue of solidarity means learning that "loving our neighbor" has global dimensions in this interdependent world in which we live.
- **Care for God's Creation:** Care for God's creation is a requirement of Catholic faith. We are called to ensure sufficient care for our common home.

Only those persons who can support this Catholic Witness Statement may be employed by the Diocese of Providence. All individuals employed by the Diocese of Providence should be made aware that support of this Catholic Witness Statement must be reflected in your public behavior. Employees should demonstrate a public life consistent with the teachings of the Catholic Church.

Your signature hereinafter indicates that you support the Catholic Witness Statement and its implications, and indicates an agreement not to behave in any manner which may hinder the religious purposes of the Roman Catholic Diocese of Providence.

Signature

Date



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PROFESSIONAL REFERENCE FORM

(2 References required)

To Be Completed By Applicant

Name of applicant _____

Address _____

Position applied for _____

To Be Completed by Reference

Name of reference _____

Address _____

Phone # _____

Relationship to applicant _____

The applicant named above is applying for a position in a Catholic school and has given your name as a reference. Please rate the applicant in the following areas.

	Outstanding	Satisfactory	Limited	No opportunity to observe	Does not apply
Knowledge of Catholic Faith	_____	_____	_____	_____	_____
Practice of Catholic Faith	_____	_____	_____	_____	_____
Commitment to the mission of Catholic education	_____	_____	_____	_____	_____
Moral character	_____	_____	_____	_____	_____
Teaching potential or ability	_____	_____	_____	_____	_____
Knowledge of content area(s)	_____	_____	_____	_____	_____
Classroom management	_____	_____	_____	_____	_____
Knowledge of curriculum	_____	_____	_____	_____	_____
Ability to work/team with others	_____	_____	_____	_____	_____
Accepts direction	_____	_____	_____	_____	_____

Emotional maturity	_____	_____	_____	_____	_____
Verbal communication	_____	_____	_____	_____	_____
Written communication	_____	_____	_____	_____	_____
Ability to take initiative	_____	_____	_____	_____	_____
Time management	_____	_____	_____	_____	_____

The Witness Statement for those who serve in Catholic education states: "All who serve in Catholic education in the school programs of the Diocese of Providence will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church."

To your knowledge, is there any reason why the candidate would not be able to abide by this Witness Statement?

What particular contribution do you think the applicant would bring to the position for which he/she has applied?

Would you employ this candidate in the position for which he/she has applied? Yes _____ No _____

Date: _____

Signed: _____

Position: _____

References will be held in confidence to the greatest extent feasible. If you have specific confidentiality concerns, please contact directly.