

Uniform Job Application Form
Archdiocese of Santa Fe Catholic Schools

4000 St. Joseph Place NW
Albuquerque, NM 87120-1714
PHONE (505) 831-8214
FAX (505) 831-8107

Application is to be completed neatly and accurately

Date: _____ **Name: Last** _____ **First** _____ **Middle** _____ **Maiden** _____

Social Security # _____ **Driver's License # & State** _____ **(Area Code) Telephone No.:** _____

Current Address – Number & Street _____ **City** _____ **State** _____ **Zip Code** _____

Email address: _____

Position Applied For: Teacher: _____ Specify Type _____

Substitute Teacher: _____ Educational Assistant: _____ Counselor: _____ Librarian: _____

Nurse _____ Secretary _____ Business Manager _____ Other: _____ Specify: _____

Locations: Albuquerque: _____ Rio Rancho: _____ Belen: _____ Santa Fe: _____ Santa Cruz: _____

Part-time _____ **Full-time** _____

Do you currently possess a license for all the areas you selected above? _____

If yes, from what state? _____ Type _____ Expiration Date _____

Attach a copy of all current licenses/certifications/endorsements.

RELIGION QUALIFICATIONS:

Practicing Catholic? Yes _____ No _____ **Parish** _____

If Yes: Are you willing to teach religion? _____

Do you have a major or minor in theology or religious studies? _____

Do you have a diocesan certification for teaching religion? _____

Arch(diocese) _____ Year _____

If you are non-Catholic, what is your religion _____?

PROFESSIONAL DATA

(Level preferred: mark first choice 1, second choice 2, etc.)

Pre K, K ____ Primary (1-3) ____ Intermediate (4-6) ____ Junior High (7-8) ____ High (9-12) ____

Bilingual? ____ In what language? _____

SPECIALIST: Indicate below the specialist area in which you are licensed and you seek assignment:

Counselor ____ Music ____ Physical Ed. ____ Media Specialist/Librarian ____ Computer Education ____

Are you willing to relocate outside of Albuquerque? YES ____ NO ____

Total years of teaching experience: _____

EDUCATION

Name used on school records:

Type of Education	Name & Address of school	Degree	Major Subject	Minor Subject
High School				
College				
Graduate School				
Doctorate				
Tech., Business or other				

PLEASE CHECK THE SUBJECT AREAS YOU ARE QUALIFIED TO TEACH

SUBJECT	PRIMARY	INTERMEDIATE	JUNIOR HIGH	SENIOR HIGH
Art				
Language Arts				
Math				
Music				
Physical Ed.				
Reading				
Religion				
Science				
Social Studies				
Spanish				
Other				

Employment History

YEARS FROM - TO	= OF YEARS	*FT *PT	NAME OF SCHOOL CITY AND STATE	ASSIGNMENT	REASON FOR LEAVING

*FT = Full Time, *PT = Part Time (If more space is needed, use a separate sheet)

Feel free to include a separate resume as needed

REFERENCES

List at least three references. If you have had teaching experience, name all principals under whom you have taught within the last eight years. If you have had no teaching experience, list the names of previous employers and or supervisory teachers. Indicate with * beside reference given below if included in credentials.

NAME	ADDRESS/CITY/STATE	PHONE(S)	POSITION

Catholics are required to have a letter of reference from their pastor

PERSONAL DATA

Although the following information is sensitive, the Catholic Schools Office is obligated to request it to fulfill our responsibilities in screening candidates who seek employment in the Archdiocese of Santa Fe schools.

U.S. Citizen: If not a citizen of the U.S., have you the legal Yes ____
Yes ____ No ____ right to remain permanently in the U.S.? No ____

Are you a former employee of the Archdiocese? Yes ____ No ____
Last date worked _____ Job Title _____

Have you previously applied for employment with the Archdiocese? Yes ____ No ____
If yes, when? _____

Have you ever been arrested or convicted of a criminal offense? Yes ____ No ____
If yes, please explain:

Have you ever served on active duty with the military? Yes____ No ____

(If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified.)

1. Present your personal views on, physical and sexual abuse. Please write clearly

2. Are you aware of any reason you cannot reasonably perform the duties outlines in the job description provided to you? (If no job description provided, please disregard this question.)

3. Are you related to anyone employed by the Archdiocese of Santa Fe or the schools within the Archdiocese of Santa Fe? Yes ____ No ____
If yes, to whom/where/relationship _____

I certify that the statements made in this application are true and correct to the best of my knowledge and that any deliberate falsification could result in termination of my employment. Permission is hereby granted to the Archdiocese of Santa Fe to obtain verification of the statements made herein and to obtain employment references. All reference information will be confidential and will be considered the property of the Archdiocese of Santa Fe.

Signature of Applicant

Date

Additional Information and Requirements
(Keep this form for your records)

The Archdiocese of Santa Fe Catholic Schools Office is an Equal Opportunity Employer and considers all candidates for employment equally regardless of race, color, national origin, sex, age, or handicap. Because of its status as a religious entity, the archdiocese may consider the candidate's religious affiliation in its employment decisions, consistent with state and federal law.

The following documentation is to be submitted along with the application:

1. Copy of college transcripts for teacher
2. Copy of high school transcripts for Substitute and Educational Assistant position
3. A copy of NM Department of Education teaching license

Where to send your application packet:

Catholic Schools Office
Archdiocese of Santa Fe
4000 St. Joseph Pl. NW
Albuquerque, NM 87120

Phone: (505) 831-8214
Fax: (505) 831-8107

Other Information:

If offered a position, you will be required to provide three letters of reference attesting to your commitment to Catholic education and a Catholic lifestyle and your ability to demonstrate professional responsibilities and leadership qualities.

- You will be asked to take a drug and alcohol screening at Concentra
- You will be asked to complete a VIRTUS training along with a background check.
- Provide verification of your employment eligibility (I-9).
- You will be expected to provide official sealed transcripts of college coursework

If you are still in the process of seeking an educator license, you may need to contact the New Mexico Public Education Department Licensure Unit. (www.ped.state.nm.us)

NMPED, Licensure Unit
Jerry Apodaca Education Building
300 Don Gaspar
Santa Fe, NM 87501-2786