



Thank you for your interest in a position with the Diocese of Victoria Catholic schools.

Please fill out the following application in its entirety.

Visit <https://www.victoriadiocese.org/employment-opportunities> for minimum degrees, qualifications, and requirements regarding all positions in the schools of the Diocese of Victoria.

You must complete the application AND included reference forms (pages 8-11) in order to be considered for employment. In lieu of the provided forms, you may choose to submit letters of recommendation from both a personal and professional reference. For extra copies of reference forms, please see our website.

Completed application, letter of interest/resume, official transcripts, references, etc., should be sent to the school in which you are applying. Please contact the school for preferred method of submission.

*****All applications for the principal position should be sent to the Superintendent of Schools at jquary@victoriadiocese.org. You may mail them to PO Box 4070, Victoria, Texas 77901 Attn: Dr. John Quarry.***

Options for reference forms:

Option 1: You may print the application, submit the reference forms to your chosen reference(s), and have them **scanned/mailed to the school to which you are applying.**

Option 2: You may access the forms at <https://www.victoriadiocese.org/employment-opportunities> and email them to your reference. They may complete them electronically and send to the preferred email address of **the school to which you are applying.** Electronic submissions must come a valid email address OTHER than your own.

If you have questions regarding this application or the required documents, please call the Office of Catholic Schools at 361-573-0828 X2213.

Thank you and may God bless you,



Dr. John E. Quarry, Superintendent of Schools



DIOCESE OF VICTORIA
OFFICE OF CATHOLIC SCHOOLS
1505 E. MESQUITE LANE ~ VICTORIA, TX 77901

E M P L O Y M E N T A P P L I C A T I O N

PLEASE READ BEFORE COMPLETING THIS APPLICATION the School / Parish / Diocese does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, sex, national origin, marital status, disability, age, or veteran status. By law, church organizations are exempt from the provisions prohibiting consideration of an individual's religious preferences in hiring or termination decisions. Additionally, in accordance with Canon Law, an individual's gender may be a determining factor for employment in the role of clergy or other pastoral positions. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required of the position for which you are applying.

PLEASE PRINT OR TYPE (USE BLACK OR BLUE INK)

Name

Last

First

Middle

Address

Street

City

State

Zip Code

Home Phone

Business Phone

SS #

Position(s) applying for:

Principal

Assistant Principal

Teacher

Preferred School

Elementary

Secondary

Other (please specify)

If the position you are seeking requires membership in a Catholic parish or faith community (as indicated in the minimum requirements for the position), please identify your parish/community:

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of employment eligibility will be required upon employment.)

Yes No

Have you ever been arrested or charged with a crime?

Yes No

If yes, please identify when, where, and the reason for the arrest/charge:

Have you ever been convicted of a felony or a crime of moral turpitude? Yes No

If yes, please explain: (Please note that an affirmative response to the above question will not necessarily bar you from employment.)



NOTE: Applicants will be subject to a background check for criminal record and must be approved by the Diocese of Victoria before being employed in a Catholic school.

Are you at least 18 years old? Yes No

How did you hear of this opening? _____

EDUCATIONAL HISTORY

	Name and Address of School	Major(s)/Minor(s)	Year of Graduation	Diploma/Degree
High School				
College				
College				

LIST ALL VALID TEACHING CERTIFICATES

State	Type & Number	Areas of Certification	Expiration Date

OTHER TRAINING/EDUCATION/SKILLS



PREVIOUS EXPERIENCE/EMPLOYMENT HISTORY

Please list name, address, and phone number of previous employments, military, or volunteer experience, with the most recent experience first. (*Attach additional sheets, if needed.*)

Name of Organization _____	From _____	To _____
Address _____		
Phone Number _____	Principal/Supervisor _____	
Job Title _____	Reason for Leaving _____	
Duties and responsibilities of position _____		
Name known by (if different than present name) _____		

Name of Organization _____	From _____	To _____
Address _____		
Phone Number _____	Principal/Supervisor _____	
Job Title _____	Reason for Leaving _____	
Duties and responsibilities of position _____		
Name known by (if different than present name) _____		

Name of Organization _____	From _____	To _____
Address _____		
Phone Number _____	Principal/Supervisor _____	
Job Title _____	Reason for Leaving _____	
Duties and responsibilities of position _____		
Name known by (if different than present name) _____		

The employers listed above will be contacted unless you indicate otherwise, on the lines provided below:

Name of employer(s) _____

Reason: _____



REFERENCES

Give names, addresses, and telephone numbers of *three* professional references and *one* character reference (preferably your pastor) who are not related to you:

Name	Street Address	City/State/Zip	Phone
Character Reference:			

RESIDENTIAL HISTORY

Have you lived in your current residence for 5 or more years?

Yes

No

If no, please complete the following:

Dates (mm/yyyy)	Street Address	City/State/Zip	Country
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			



ADDITIONAL INFORMATION

Please answer the following 3 questions:

1. What are the strengths you bring to the position for which you are applying?

2. Why would you like to work in a Catholic school? Please be specific.

3. What is your philosophy of education?

Pre-Employment Affidavit for Applicant (No Notarization) For
purposes of this affidavit:

Adjudication and conviction refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.

Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

- I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: _____.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: _____.

Declaration of Applicant

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001.

I declare under penalty of perjury that the foregoing is true and correct.

Name (First, Middle, Last)

Date of Birth

Address (Street, City, State, Zip Code)

County

Executed in _____ County, State of _____, on the _____ day of _____, _____.
County State Date Month Year

(Signature of Declarant)

*I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this unsworn declaration.**

*This form will be processed separately and not shared with the hiring manager.

APPLICANT'S CERTIFICATION AND AGREEMENT

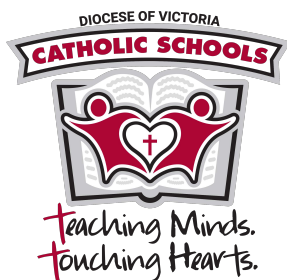
I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge.

I understand that if I am employed, false or misleading statements, given on my application or during my interview(s), may result in my immediate discharge.

I authorize an investigation of statements contained in this application to allow the employer to make a hiring decision.

Date

Applicant's Signature





PERSONAL REFERENCE FORM

Applicant's Name:		
<i>Last</i>	<i>First</i>	<i>Middle</i>
Reference Information:		
Name of Reference:		School Applying To:
Address of Reference:		

The above applicant, _____, is applying for employment with the Diocese of Victoria. He/she has submitted your name as a personal reference.

Your candid assessment of the applicant will assist the Office of Catholic Schools in its evaluation. You may attach additional sheets, if necessary. Please return all materials to the applicant in an envelope. Seal the envelope and sign it across the seal to ensure confidentiality. Or, you may choose to mail/email the forms directly to the OCS at the address above. We appreciate your assistance.

How long have you known the applicant?
In what capacity have you known the applicant?
Briefly, how would you describe the applicant?
In your opinion, what are the applicant's outstanding abilities or characteristics?
What are his/her areas for growth?
Please include any additional information that you believe would be helpful in considering the applicant's submission on a separate page.

I recommend this applicant: Please check one:

With reservation	Fairly strongly	Strongly	Enthusiastically
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Your Title or Profession: _____ Telephone: _____ E-mail: _____
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Your signature:	Date signed:
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Please use this page for any additional notes or information you would like to include regarding the applicant for a position at one of our Catholic schools in the Diocese of Victoria.

Office of Catholic Schools ~ Diocese of Victoria

PROFESSIONAL REFERENCE

Applicant _____

Date _____

Position applied for: _____

School: _____

"I hereby give the Office of Catholic Schools permission to make inquiries of former employers and others for references concerning my general character and professional performance. I hereby authorize the party receiving this form to give full and complete information as may be requested. I further agree that the information will not be disclosed to me but will be treated as confidential, and I waive my right to see this information."

Applicant's Signature

Please type an "X" in the below box of your selection.

GENERAL	Superior	Strong	Average	Fair	Poor
Demonstrates moral integrity					
Relates to individuals respectfully					
Communicates effectively and consistently					
Deals with others in a fair and objective manner					
Shows "grace under pressure"					
Shows respect for and understanding of students as individuals					
Assertive in a positive sense					
Can assume responsibility for discipline					
Continued Professional Growth					
Has an attitude of openness to ideas of others					
PERSONAL					
Neat, well-groomed					
Wholesome, pleasing personality					
Self-control, and emotionally stable					
Intelligent, alert, responsive					
Overall Impressions of Applicant					
Comments:					

How long have you known applicant and in what capacity? _____

Would you recommend him/her for a position as teacher/administrator? _____ Yes _____ No

Would you hire applicant? _____ Yes _____ No

Institution or Business

Signature

Title/Position

Printed Name



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