



**Diocese of Oakland
Department of Human Resources**

2121 Harrison Street Suite 100 • Oakland, Ca 94612
(510) 893-4711 • Fax: (510) 763-8055

Education Staff Application

► PERSONAL INFORMATION

First Name _____ Last Name _____ Middle _____

Birth Name _____

Street Address (Do not use PO Box) _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Email _____ Social Security # _____

Religion _____ Parish _____ Pastor _____

Are you a member of a Religious Order? Yes No

If Yes, please specify _____

► POSITION APPLYING FOR:

Preference:

Principal Full-time teacher Part-time teacher Teacher Assistant Secretary/Office Staff

Grade Level Preference: (For teachers and assistants)

Elementary K-3 4-6 7-8 Secondary Subjects

Geographic Preference: (Check one or more)

So. Alameda Co. Central Alameda Co. Central Contra Costa Co. W. Contra Costa Co. E. Contra Costa Co.

EDUCATION

College or University Education:

Institution _____ Location _____ Graduation Date-Degree _____

Graduate Work:

Institution _____ Location _____ Graduation Date-Degree _____

Graduate units beyond BA or BS degree _____

Credential:

Type	Issuing State	File #	Date Issued	Expiration
Has CBEST been taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Were test requirements met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has MSAT been taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Were test requirements met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has RICA been taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Were test requirements met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you speak, read and/or write a language other than English?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Language _____	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Fluent			
Are you in possession of a California Catechist Certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Date Issued		Expiration		

EMPLOYMENT HISTORY

Student Teaching Positions:

List last dates first if applicable

School	City/State/Phone #	Grades	School Administrator	Dates of Services

**Educational Positions:
(Administrative and/or Teaching)**

List last employment first if applicable

School	City/State/Phone #	Position Grade(s)	School/District Administrator	Dates of Services

Additional Employment:

Other than administration or teaching

Employer (Name, Address, Phone #)	Position	Dates of Services

REFERENCES

Professional References: (at least 2)

Educators Only - at least one by an Administrator

Name	Professional Status	Address (City/State/Zip/Phone #)

Character References: (at least 2)

Non Relatives - at least one Religious or Clergy person

Name	Professional Status	Address (City/State/Zip/Phone #)

1. Have you ever had a teaching credential denied, suspended or revoked? Yes . . No
2. Have you ever failed or refused to fulfill an employment contract with a school? Yes . . No
3. Have you ever, for any reason, been suspended, dismissed or asked to resign from a teaching/administration position? Yes . . No
4. Have you ever been convicted of a criminal violation of the law other than a minor traffic violation? Yes . . No
Explain any "Yes" answers on an attached statement.
5. Have you ever been employed within the Diocese of Oakland before? Yes . . No
If yes, where? _____ When? _____

Please type or word process answers to the following questions on an additional sheet of paper.

1. Why do you wish to teach/work in a Catholic School?
2. What purposes do you feel Catholic Schools fulfill?
3. Describe at least one strength and one weakness you have in relation to the position you seek.
4. What contribution can you personally make as an employee in a school for the Diocese of Oakland?

Date available for employment _____

How did you hear about the position? _____

DIOCESAN STATEMENT OF NON-DISCRIMINATION

The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination of religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.

CREDENTIAL REQUIREMENT

I understand that if I am applying for a teaching position and am not in possession of a current California elementary or secondary teaching credential I will enroll in a program to obtain such a credential in the State of California within the 1st year of date of hire.

OR

If I am presently in possession of a valid teaching credential from a state having reciprocity with California, I will, within three (3) months of hire, apply for such reciprocity.

I understand that meeting the above requirement is a condition of contract renewal.

CERTIFICATION

I hereby certify that the information presented in this application form is true and complete. I understand that any false statements shall be sufficient cause for disqualification, or if hired, dismissal. I give my permission to contact references and employers listed herein.

It is my responsibility to request that the following documents be sent directly to the Diocese of Oakland, Department of Human Resources:

- Official Transcript/Credential(s)
- References and/or Placement Files

This application and all subsequent documentation will be valid for a period of one (1) year after being received by the Department of Human Resources.

Signature _____

Date _____

OFFICE USE ONLY

Date
Received: _____
Salary
Placement: _____