



Dear Applicant:

Thank you for your interest in becoming a teacher in the Diocese of Allentown. When applying for a position, send this completed application along with the following credentials directly to the school(s). Send an additional copy to the Office of Education. Only complete applications will be considered.

1. Official transcripts of all college credits. (An official transcript is one that has been received directly from the college/university. It must bear the college/university seal, date, and an appropriate registrar's signature.)
2. A copy of your Professional Teaching Certificate.
3. Letter of recommendation from the pastor of the parish to which you belong attesting to your participation in that faith community.
4. Three (3) signed professional letters of recommendation from previous employers/supervisors no more than two years old.
5. The following clearances (must be valid within the current year):
  - ☐ PA Criminal Record Check (form SP4-164)
  - ☐ Pennsylvania Child Abuse Clearance
  - ☐ Federal Criminal History Record (Proof of Fingerprint Submission with Applicant I.D./ UE ID (PDE, Non-Public Schools-Service Code: 1KG6TR)
6. Letter(s) from the school(s) verifying prior full time teaching experience are needed to receive credit for previous experience (full years) teaching.
7. Please attach a separate document with answers to the three essay questions:
  - ☐ Describe your Philosophy of Education
  - ☐ Why do you want to teach in a Catholic School?
  - ☐ How do you practice your religion?



## PERSONAL INFORMATION

NAME	LAST NAME	FIRST NAME	PPID#
ADDRESS	STREET	CITY	STATE ZIP
CONTACT	EMAIL	CELL PHONE	
PARISH	NAME	CITY/TOWN	PASTOR

Are you legally authorized to work in the United States? ☐ YES ☐ NO

POSITION SOUGHT \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

## EDUCATIONAL BACKGROUND

ELEMENTARY SCHOOL	LOCATION	
HIGH SCHOOL	LOCATION	
COLLEGE, CITY, STATE	MAJOR/MINOR	DEGREE EARNED
COLLEGE, CITY, STATE	MAJOR/MINOR	DEGREE EARNED
COLLEGE, CITY, STATE	MAJOR/MINOR	DEGREE EARNED

## CERTIFICATION

STATE	LEVEL I OR II (PA)	AREA	DATE ISSUED

## STUDENT TEACHING EXPERIENCE

SCHOOL	GRADE/SUBJECT	DATES
SCHOOL	GRADE/SUBJECT	DATES



## PROFESSIONAL REFERENCES

Print names of employers in consecutive order with present or most recent employer listed first.

1.		
NAME OF EMPLOYER	JOB TITLE & DUTIES	
STREET ADDRESS	CITY, STATE, ZIP	
DATES OF EMPLOYMENT: MM/YYYY TO MM/YYYY	SUPERVISOR	TELEPHONE
REASON FOR LEAVING		

  

2.		
NAME OF EMPLOYER	JOB TITLE & DUTIES	
STREET ADDRESS	CITY, STATE, ZIP	
DATES OF EMPLOYMENT: MM/YYYY TO MM/YYYY	SUPERVISOR	TELEPHONE
REASON FOR LEAVING		

  

3.		
NAME OF EMPLOYER	JOB TITLE & DUTIES	
STREET ADDRESS	CITY, STATE, ZIP	
DATES OF EMPLOYMENT: MM/YYYY TO MM/YYYY	SUPERVISOR	TELEPHONE
REASON FOR LEAVING		

Total number of years teaching as a certified K-12 teacher: \_\_\_\_\_

Grade and/or subjects you prefer to teach: \_\_\_\_\_

Grade and/or subjects you are willing to teach: \_\_\_\_\_

*I certify that all information submitted in the application process — including this application and any other supporting materials — is my own work, factually true, honestly presented, and complete. I understand that the falsification, misrepresentation, or omission of fact on this application (or other accompanying documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how it was discovered. I also authorize investigation of all statements contained in this application (and supporting materials) as may be necessary in arriving at an employment decision. I agree to notify the Diocese of Allentown immediately should there be any change to the information requested in this application.*

**This application is not a contract and cannot create a contract.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date