



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