

TEACHER APPLICATION FORM

ST. THOMAS HIGH SCHOOL
 4500 Memorial Drive
 Houston, TX 77007-7332
 TEL: 713-864-6348
 FAX: 713-864-5750

1. _____
 2. _____
 Full-Time _____ Part-Time _____
 Date of Application _____

St. Thomas High School 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 school may consider the candidate's religious affiliation in its employment decisions, consistent with State and Federal law.

SECTION I PERSONAL DATA

Cell Phone _____
 Home Phone _____
 Last Name _____ First Name _____ Middle Name _____
 Present Address _____
 Number _____ Street _____ City _____ Zip Code _____
 Permanent Address _____ Phone _____
 (If different)
 E-Mail Address _____ Social Security Number _____ Date of Birth _____
 Current Driver's License Number and State of Issuance _____
 If hired, date available? _____ Minimum Salary Requirement _____
 If applying for a part-time position, indicate any limitations on your availability. _____
 U.S. Citizen: Yes ___ No ___ If not a citizen of U.S., have you the legal right to remain permanently in the U.S.? Yes ___ No ___
 A copy of birth certificate, Green Card, or naturalization paper is required.

SECTION II EDUCATION AND PROFESSIONAL BACKGROUND

	Name of Institution	Location		Dates Attended		Graduation Date	Degree or Semester Hours
		City	State	From	To		
HIGH SCHOOL							XXX
							XXX
COLLEGE/ UNIVERSITY (Undergraduate)							
GRADUATE OR EXTENSION STUDY							

College Major _____ Sem. Hrs. _____ Minor _____ Sem. Hrs. _____
 Semester Hours in Education _____

State Certification

State	Type	Certificate Number	Date Issued/Date of Expiration
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Other Certification

State	Type	Certificate Number	Date Issued/Date of Expiration
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Area(s) of Certification _____

Do you plan to continue your education through: College courses? _____ Additional education courses? _____

In-Service Courses? _____ Are you working towards a graduate degree? _____ What area? _____

List the professional organizations to which you belong. _____

List professional achievements (published writings, group leadership, office in professional organizations, etc.) _____

List civic and community participation _____

List major workshops, seminars, internships, grants, summer programs, etc. in which you have participated in the last five years and which are normally part of a degree program. Do not include conventions, single meetings, etc.

PROGRAM – PLACE	FIELD	SPONSOR	DATE

Please submit your official transcripts and a copy of teaching certificate. If your placement file may be obtained from a college placement bureau or from some central agency, give name and address:

Name used on school records: _____

SECTION III PREVIOUS EXPERIENCE

POSITIONS IN EDUCATIONAL INSTITUTIONS

List all prior educational employment, putting the most recent first. Indicate Student Teaching with a check in the left margin.

CITY AND STATE	SCHOOL	GRADE OR SUBJECT(S)	FROM		TO	
			Mo.	Yr.	Mo.	Yr.

OTHER EXPERIENCE

List all non-educational employment during the past years, whether or not it has pertinence for a position in education. Also include other experiences which though not academic have been of service in preparing you for a position in education. List the most recent first.

EMPLOYER AND ADDRESS	NATURE OF EXPERIENCE	FROM		TO	
		MO	YR	MO	YR

Do you have a contract for the next academic year? _____

Reason(s) for leaving your present or most recent employment? _____

SECTION IV EXTRA-CURRICULAR ACTIVITIES

In order of preference and capability, list any school clubs, sports, or activities you can direct or coach.

ACTIVITY	EXPERIENCE, IF ANY

List any special interests, talents, hobbies which might influence the type of assignment you could hold.

SECTION V REFERENCES

List five persons able to give information about your character and qualifications for the position for which you applied. Include your two most recent employers, if any, and character references.

NAME	POSITION	PRESENT ADDRESS	PHONE

SECTION VI ADDITIONAL PERSONAL INFORMATION

Although the following information is somewhat sensitive, we are obligated to request it in order to fulfill our responsibilities as an employer to screen candidates for employment in the Diocese of Galveston-Houston. If you are unable to answer the following questions for any reason, the Principal will visit with you privately to discuss them with you.

1. Have you ever been convicted of a crime with the exception of minor traffic offenses? Yes _____ No _____
 If yes, please provide explanation: City _____ Date _____

Charges: _____ Disposition _____

2. Has a civil or criminal complaint ever been filed against you alleging physical or sexual abuse by you? Yes _____ No _____

If yes, give a short explanation of the complaint. (Please indicate the date, nature and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.)

3. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical or sexual abuse by you? Yes _____ No _____
If yes, give a short explanation of the allegations. (Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.)

Professional employment as a faculty member at St. Thomas, a Catholic high school, is based on educational qualifications and satisfactory performance. This requires all teachers to evaluate themselves daily to be adequately prepared and to exemplify Christian ethical and moral standards, cooperativeness, friendliness, honesty and congeniality.

4. Are you willing to accept and abide by the above statement of policy? Yes _____ No _____
5. Are you willing to continue your education through college courses, in-service courses, additional methods or general education courses? Yes _____ No _____
6. Are we free to contact your references and those under whom you have worked or are now working? Yes _____ No _____
7. Do you have knowledge of computers as word processor or programming? Yes _____ No _____
8. What is your religious affiliation? _____
9. Are you a Practicing Catholic? Yes _____ No _____
10. What is the name of your parish? _____
11. Are you related to anyone currently working at or attending St. Thomas ? If yes, whom? _____
12. Briefly state why you want to teach at St. Thomas High School.

TO THE APPLICANT: This section is yours. Use it to amplify any of your qualifications which you wish to stress or to present any additional information which you have not been able to include elsewhere on the application. Please feel free to attach your resume or any additional sheets.

I hereby certify that the information presented on this form is true, accurate and complete. Any falsification will be sufficient cause for disqualification or dismissal. References and personal information which becomes a part of this record are to be regarded as confidential and will not be revealed to me.

Signature _____

Thank you for completing this application and for your interest in a position at St. Thomas High School in Houston, Texas.

Please return to:
Office of the Principal
St. Thomas High School
4500 Memorial Drive
Houston, TX 77007-7332