

Uniform Job Application Form
ARCHDIOCESE OF Santa Fe CATHOLIC SCHOOLS

4000 St. Joseph Place NW
Albuquerque, NM 87120-1714
PHONE (505) 831-8173
FAX (505) 831-8107

This application must be completed neatly and accurately.

Date: _____ **Name: Last** _____ **First** _____ **Middle** _____ **Maiden** _____

Social Security Number: _____ **Driver's License# & State** _____ **(Area Code) Telephone No.:** _____

Current Address – Number & Street _____ **City** _____ **State** _____ **Zip Code** _____

Position Applied For: School Administrator: _____ Teacher: _____ Specify Type _____

Substitute Teacher: _____ Educational Assistant: _____ Counselor: _____ Librarian: _____

Nurse _____ Secretary _____ Business Manager _____ Other: _____ Specify: _____

Locations: Albuquerque: _____ Rio Rancho: _____ Belen: _____ Santa Fe: _____ Santa Cruz: _____

Part-time: _____ **Full-time:** _____

Do you currently possess a license for all the areas you selected above? _____

If yes, from what state? _____ Type _____ Expiration Date _____

Attach a copy of all current licenses/certifications/endorsements.

RELIGION QUALIFICATIONS:

Practicing Catholic? Yes _____ No _____ **Parish** _____

If Yes: Are you willing to teach religion? _____

Do you have a major or minor in theology or religious studies? _____

Do you have a diocesan certification for teaching religion? _____

Arch(diocese) _____ Year _____

If you are non Catholic, what is your religion _____ ?

EDUCATIONAL ADMINISTRATIVE QUALIFICATIONS

Do you possess a valid NM School Administrator's license? YES ___ No ___

Do you have a school administrator's license from another state? ___ Which state? ___

How many years of school administrative experience do you have? _____

Attach a copy of school administration licenses, certifications, and endorsements

PROFESSIONAL DATA

(Level preferred: mark first choice 1, second choice 2, etc.)

Pre K, K ___ Primary (1-3) ___ Intermediate (4-6) ___ Junior High (7-8) ___ High (9-12) ___

Bilingual? ___ In what language? ___

SPECIALIST: Indicate below the specialist area in which you are licensed and you seek assignment:

Counselor ___ Music ___ Physical Ed. ___ Media Specialist/Librarian ___ Computer Education ___

Are you willing to relocate outside of Albuquerque? YES ___ NO ___

Total years of teaching experience: ___ Total years of administrative experience: ___

EDUCATION		Name used on School Records:		
Type of School	Name & Address of School	Degree	Major Subject	Minor Subject
High School				
College				
Graduate School				
Doctorate				
Tech., Business or Other				

PLEASE CHECK THE SUBJECT AREAS YOU ARE QUALIFIED TO TEACH

SUBJECT	PRIMARY	INTERMEDIATE	JUNIOR HIGH	SENIOR HIGH
ART				
LANGUAGE ARTS				
MATH				
PHYSICAL ED.				
READING				
RELIGION				
SCIENCE				
SOCIAL STUDIES				
Other				

Employment History

YEARS FROM - TO	= OF YEARS	*FT **PT	NAME OF SCHOOL CITY AND STATE	ASSIGNMENT	REASON FOR LEAVING
			Other Employers		

*FT = Full Time, *PT = Part Time (If more space is needed, use a separate sheet.)

Feel free to include a separate resume as needed

REFERENCES

List full name, address, city and state of at least three references. If you have had teaching experience, name all principals under whom you have taught within the last eight years. If you have had no teaching experience, list the names of previous employers and or supervisory teachers. Indicate with * beside reference given below if included in credentials.

NAME	ADDRESS/CITY/STATE	PHONE(S)	POSITION

Catholics are required to have a letter of reference from their pastor.

PERSONAL DATA

Although the following information is sensitive, the Catholic Schools Office is obligated to request it to fulfill our responsibilities in screening candidates who seek employment in the Archdiocese of Santa Fe schools.

U.S. Citizen: If not a citizen of the U.S., have you the legal Yes _____
Yes _____ No _____ right to remain permanently in the U.S.? No _____

Are you a former employee of the Archdiocese? _____ Yes _____ No _____
Last date worked _____ Job Title _____

Have you previously applied for employment with the Archdiocese? _____ Yes _____
No _____ If yes, when? _____

1. Have you ever been convicted of a crime with the exception of a minor traffic offense?
Yes ___ No ___ If yes, please provide an explanation:

2. Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse by you? Yes ___ No ___ If yes, provide the date, nature, and place of the incident, where it was filed and the disposition.

3. Please present your personal views on physical and sexual abuse. Please write clearly

4. Are you aware of any reason you cannot reasonably perform the duties outlined in the job description provided to you? (If no job description provided, please disregard this question.)

5. Are you related to anyone employed by the Archdiocese of Santa Fe or the schools within the Archdiocese of Santa Fe? Yes ___ No ___

If yes, to whom/where/relationship _____

I certify that the statements made in this application are true and correct to the best of my knowledge and that any deliberate falsification could result in termination of my employment. Permission is hereby granted to the Archdiocese of Santa Fe to obtain verification of the statements made herein and to obtain employment references. All reference information will be confidential and will be considered the property of the Archdiocese of Santa Fe.

Signature of Applicant

Date

Additional Information and Requirements (Keep this form for your records)

The Archdiocese of Santa Fe Catholic Schools Office 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 archdiocese may consider the candidate's religious affiliation in its employment decisions, consistent with state and federal law.

The following documentation is required to be submitted along with the application:

1. Official college transcripts for teacher and administrative positions. (A copy of high school transcripts for Substitute and Educational Assistant teaching position.)
2. A copy of NM Department of Education teaching license.

Where to send your application packet:

Catholic Schools Office
Archdiocese of Santa Fe
4000 St. Joseph Pl. NW
Albuquerque, NM 87120

Phone: (505) 831-8173
Fax: (505) 831-8107

Other Information:

If you are interviewed and offered a position, you will be required to provide three letters of reference attesting to your commitment to Catholic education and a Catholic lifestyle and your ability to demonstrate professional responsibilities and leadership qualities.

- You will be asked to take a drug and alcohol screening at Concentra
- You will be required to sign a criminal history affidavit regarding criminal history
- Provide verification of your employment eligibility (I-9).
- You will be expected to provide official sealed transcripts of college coursework
- A copy of your educator license.

If you are still in the process of seeking an educator license, you may need to contact the New Mexico Public Education Department Licensure Unit. (www.ped.state.nm.us)

NMPED, Licensure Unit
Jerry Apodaca Education Building
300 Don Gaspar
Santa Fe, NM 87501-2786

REFERENCE REQUEST

Applicant: Complete the top portion of this form and send it to three persons so that they may provide a personal and professional reference for you. Enclose a stamped, preaddressed envelope for their convenience; the return address is listed above.

I waive my right to see this reference: ___ Yes ___ No

Applicant's name: _____ Position applied for: _____

Applicant's signature: _____ Date: _____

This section to be completed by person providing reference. Please print clearly and explain your responses fully.

Dear: _____

I have applied for a faculty position with the Archdiocese of Santa Fe Catholic schools system. Please complete the section below, providing your honest appraisal of my qualifications for this important position. Your comments will be kept confidential. Return this form when completed in the enclosed envelope; it is stamped and addressed for you.

1. In what capacity have you known this applicant?

2. For how long? From _____ to _____

3. What evidence and examples can you give about this applicant in the following area?

A. Commitment to Catholic education:

B. Catholic lifestyle:

C. Personal Responsibility (punctuality, attendance, commitment to excellence, integrity):

D. Leadership qualities (ability to manage assignments, complete projects, lead others, etc.):

E. Interpersonal relationships (ability to work with and through others, handle conflicts, resolve disputes, share):

4. If you were an employer, would you hire/rehire this applicant? ___ Yes ___ No ___ Maybe

Comments:

5. I recommend the applicant: ___ with enthusiasm/ ___ with reservation/ ___ I do not recommend this person.

Your Name: _____ Today's date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail address: _____

Returning this form: The applicant was instructed to enclose a stamped, preaddressed envelope for your convenience.

REFERENCE REQUEST

Applicant: Complete the top portion of this form and send it to three persons so that they may provide a personal and professional reference for you. Enclose a stamped, preaddressed envelope for their convenience; the return address is listed above.

I waive my right to see this reference: ___ Yes ___ No

Applicant's name: _____ Position applied for: _____

Applicant's signature: _____ Date: _____

This section to be completed by person providing reference. Please print clearly and explain your responses fully.

Dear: _____

I have applied for a faculty position with the Archdiocese of Santa Fe Catholic schools system. Please complete the section below, providing your honest appraisal of my qualifications for this important position. Your comments will be kept confidential. Return this form when completed in the enclosed envelope; it is stamped and addressed for you.

1. In what capacity have you known this applicant?

2. For how long? From _____ to _____

3. What evidence and examples can you give about this applicant in the following area?

A. Commitment to Catholic education:

B. Catholic lifestyle:

C. Personal Responsibility (punctuality, attendance, commitment to excellence, integrity):

D. Leadership qualities (ability to manage assignments, complete projects, lead others, etc.):

E. Interpersonal relationships (ability to work with and through others, handle conflicts, resolve disputes, share):

4. If you were an employer, would you hire/rehire this applicant? ___ Yes ___ No ___ Maybe

Comments:

5. I recommend the applicant: ___ with enthusiasm/ ___ with reservation/ ___ I do not recommend this person.

Your Name: _____ Today's date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail address: _____

Returning this form: The applicant was instructed to enclose a stamped, preaddressed envelope for your convenience.

REFERENCE REQUEST

Applicant: Complete the top portion of this form and send it to three persons so that they may provide a personal and professional reference for you. Enclose a stamped, preaddressed envelope for their convenience; the return address is listed above.

I waive my right to see this reference: ___ Yes ___ No

Applicant's name: _____ Position applied for: _____

Applicant's signature: _____ Date: _____

This section to be completed by person providing reference. Please print clearly and explain your responses fully.

Dear: _____

I have applied for a faculty position with the Archdiocese of Santa Fe Catholic schools system. Please complete the section below, providing your honest appraisal of my qualifications for this important position. Your comments will be kept confidential. Return this form when completed in the enclosed envelope; it is stamped and addressed for you.

1. In what capacity have you known this applicant?

2. For how long? From _____ to _____

3. What evidence and examples can you give about this applicant in the following area?

A. Commitment to Catholic education:

B. Catholic lifestyle:

C. Personal Responsibility (punctuality, attendance, commitment to excellence, integrity):

D. Leadership qualities (ability to manage assignments, complete projects, lead others, etc.):

E. Interpersonal relationships (ability to work with and through others, handle conflicts, resolve disputes, share):

4. If you were an employer, would you hire/rehire this applicant? ___ Yes ___ No ___ Maybe

Comments:

5. I recommend the applicant: ___ with enthusiasm/ ___ with reservation/ ___ I do not recommend this person.

Your Name: _____ Today's date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail address: _____

Returning this form: The applicant was instructed to enclose a stamped, preaddressed envelope for your convenience.