



DIOCESE OF VENICE IN FLORIDA
Department of Education

Dear Applicant:

Thank you for your inquiry regarding a teaching position in the Diocese of Venice. Please complete the requested information and return it to the Department of Education at your earliest convenience. Your application will be activated as soon as the completed application forms, together with an **official** copy of all transcripts, and the completed returns from your references have been received. Please note that the three references must be written by someone who is in a position to critique your teaching ability, such as a peer teacher, principal, or instructor. At that time, our office will contact your pastor and present/former employer, by phone, as part of the application process.

Once these provisions have been accomplished, and your application and transcripts have been reviewed by us, a brief resume of your application information and credentials will be circulated to all school principals in the Diocese of Venice. Your application will remain on file here at the Diocese for a two year period.

We suggest that you also notify the schools in our Diocese where you are interested in seeking a teaching position. Please inform the principals of these schools that your records are on file with this office. A directory of our schools can be viewed on our website: www.dioceseofvenice.org. The interviewing and hiring of teachers is coordinated at the local school level. Contract, salary and job descriptions should be discussed with the employing pastor/principal.

Teachers in the Diocese of Venice must hold at least a Bachelor Degree from an accredited college or university and be eligible for a Florida Educator's Certificate. To be hired in a diocesan high school, a teacher must be certified or certifiable in the field in which he/she is employed to teach. If I may be of any further assistance, do not hesitate to contact me. May God bless you in your quest to serve in the ministry of Catholic school education.

Sincerely,

A handwritten signature in black ink, appearing to read "K Swol".

Dr. Kristy Swol
Director of Education

**DIOCESE OF VENICE
APPLICATION FOR EMPLOYMENT**

I. PERSONAL INFORMATION

Date _____

Name _____ Social Security No. _____

Present Address _____
STREET CITY STATE ZIP

If Less than one year - Previous Address _____
STREET CITY STATE ZIP

Phone No. _____ Cell Phone No. _____

Are you at least 18 years of age? Yes No Email Address _____

Are you either a U.S. citizen or an alien authorized to work in the U.S.? Yes No

Please identify canonical status: Lay Clergy Member of a Religious Community Catholic? Yes No

Have you ever entered a plea of guilty or nolo contendere, or been convicted of a crime? Yes No

If yes, please explain type of crime, date, place, and penalty imposed: _____

Are there presently any criminal charges pending against you? Yes No

If yes, please give details: _____

Do you agree to disclose any future criminal violations if hired? Yes No

Have you ever been a defendant in a civil action for intentional tort? Yes No

If yes, please identify the nature of the tort, date and disposition of the action: _____

II. EMPLOYMENT DESIRED

Diocesan entity _____ Position _____

Date you can start _____ Wage/Salary desired _____

Ever applied to the Diocese before? _____ Where? _____ When? _____

III. EDUCATION

EDUCATION	NAME AND LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
OTHER				

Your name, if different while attending school: _____

Special Skills: _____

IV. LICENSURE, REGISTRATION, CERTIFICATION EXAMPLES: Driver's License, Teacher Certification, RN, LPN, PE, CPA, etc.

LICENSE, REGISTRATION OR CERTIFICATION	NUMBER	DATE RECEIVED	EXPIRATION DATE	STATE LICENSING AGENCY

V. PERIODS OF EMPLOYMENT

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information.

① **Name of Present or Last Employer:** _____

Address: _____ **Phone No.:** () _____

Your Job Title: _____ **Supervisor's Name:** _____

FROM: ____/____/____ **TO:** ____/____/____ **HOURS PER WEEK:** _____ ()

Month Year Month Year Your name if different during employment

Duties and Responsibilities: _____

Reason for Leaving: _____

SALARY: **STARTING** _____ **ENDING** _____

② **Name of Next Previous Employer:** _____

Address: _____ **Phone No.:** () _____

Your Job Title: _____ **Supervisor's Name:** _____

FROM: ____/____/____ **TO:** ____/____/____ **HOURS PER WEEK:** _____ ()

Month Year Month Year Your name if different during employment

Duties and Responsibilities: _____

Reason for Leaving: _____

SALARY: **STARTING** _____ **ENDING** _____

**DIOCESE OF VENICE
DEPARTMENT OF EDUCATION**

Application for Teaching Employment - Supplementary Page # 1

State	Type	Certification Subject(s)	Number	Issued	Expires

Special Skills: _____

Religious Affiliation / Denomination

Parish _____ Pastor _____

Address: _____ Phone _____

PRACTICE TEACHING

School _____ Dates _____

Address _____

Grade/Subject _____

TEACHING EXPERIENCE

<u>School Name and Location</u>	<u>Dates Employed</u>	<u>Grade/Subject</u>

Total years of full time teaching experience: _____

DIOCESE OF VENICE
DEPARTMENT OF EDUCATION
Application for Teaching Employment - Supplementary Page # 2

PLEASE COMPLETE THE FOLLOWING

I. Has your education and life experience prepared you to teach in a Catholic school? Yes No

Explain: _____

II. What grade level or subjects are you qualified or certified to teach? _____

III. What is your preference as to school or location (county/area) in which to teach? _____

IV. Are you interested in substitute teaching? Yes No

V. How soon will you be available? _____

VI. If under contract, when are you required to sign next year's contract? _____

REFERENCES

Give at least three current references, **including superintendents and principals** under whom you have taught, who have firsthand knowledge of your character, personality, scholarship and teaching ability.

II	Name _____	Position _____
	Address _____	Phone _____

II	Name _____	Position _____
	Address _____	Phone _____

II	Name _____	Position _____
	Address _____	Phone _____

This application will be placed on file for consideration when vacancies occur. It should be complete and accurate in every detail. Your application will be circulated to the principals of the diocese who will contact you directly if they have an opening in your field of preparation/experience. Mail application to Diocese of Venice, Department of Education, 1000 Pinebrook Road, Venice, FL 34285.



DIOCESE OF VENICE IN FLORIDA

Department of Education

Dated: _____

**DIOCESE OF VENICE
DEPARTMENT OF EDUCATION
PERSONAL AND PROFESSIONAL REFERENCE**

NAME OF TEACHER APPLICANT: _____

The teacher applicant listed above has submitted your name as someone qualified to recommend him/her for employment as a teacher in a Catholic school here in the Diocese of Venice in Florida. Qualified personal and professional references are a vital part of the application process.

Please rate your perception of the personal and professional qualities of the applicant from the list below. Feel free to leave blank any areas where you are unfamiliar with the applicant's performance.

Your immediate response is greatly appreciated. No further consideration of the request for employment will be given until all parts of the Application Process have been completed and returned here to the Department of Education of the Diocese of Venice. Please be advised that any information contained in this reference will be held in the strictest confidence prior to the employment of this applicant.

Please return all materials to: Department of Education, Diocese of Venice, 1000 Pinebrook Road, Venice, Florida, 34285. Thank you for your assistance in this matter.

PLEASE RATE THE DEGREE OF QUALITY OF THE APPLICANT WITH AN "X" ON A CONTINUUM OF 1-5, WITH 5 BEING THE HIGHEST QUALITY RATING. IF YOU WERE THE TEACHER'S SUPERVISOR, PRINCIPAL, OR ADVISOR, PLEASE RATE THE FOLLOWING:

PROFESSIONAL QUALITIES	1	2	3	4	5
1. UNDERSTANDING AND TREATMENT OF STUDENTS					
2. ABILITY TO MOTIVATE STUDENTS					
3. INSTRUCTIONAL PREPAREDNESS					
4. INITIATIVE AND CREATIVITY IN TEACHING					
5. CLASSROOM ORGANIZATION					
6. CLASSROOM DISCIPLINE					
7. SCHOLARSHIP					
8. RAPPORT WITH PARENTS					
9. PROFESSIONAL ATTITUDE AND GROWTH					
10. INVOLVEMENT IN EXTRACURRICULAR ACTIVITIES					

PERSONAL QUALITIES	1	2	3	4	5
1. RELIGIOUS ATTITUDES					
2. EVIDENT MORAL VALUES					
3. COOPERATION					
4. DEPENDABILITY					
5. EMOTIONAL STABILITY					
6. COMMUNICATION SKILLS					
7. PERSONALITY					
8. ADAPTABILITY					
9. CONSISTENCY					
10. GENEROSITY WITH TIME					
11. CREATIVITY					
12. SENSE OF HUMOR					
13. HEALTHY, VIGOR, ENERGY					
14. PERSONAL GROOMING					

HOW LONG HAVE YOU KNOWN THE APPLICANT? FROM _____ TO _____

WHAT POSITION DID THE APPLICANT THEN OCCUPY? _____

WHAT WAS YOUR RELATIONSHIP WITH THE APPLICANT? _____

DO YOU KNOW OF ANY REASON WHY THIS PERSON SHOULD NOT WORK WITH STUDENTS? _____

WOULD YOU EMPLOY (OR RE-EMPLOY) THIS PERSON? _____

IF "NO", ARE YOU WILLING TO STATE THE REASON? _____

ADDITIONAL COMMENTS: _____

DATE: _____ SIGNED: _____

ADDRESS: _____ POSITION: _____

PHONE NUMBER: _____

Please be advised that any information contained on this reference will be held in strictest confidence prior to the employment of this applicant.