



Diocese of Reno
Catholic Schools

Guided by Christ • Partners in Mission • Excellence in Education
290 South Arlington Ave. Reno, Nevada 89501 (775) 326-9430

SCHOOL ADMINISTRATION APPLICATION

Please print clearly in dark ink or type.

School(s) for which you are applying: _____
 Position for which you are applying: _____ Date _____

Dear Applicant,

Please complete the entire application. The information requested is for bonafide occupational qualifications and/or is necessary to complete a security clearance. A resume is requested. Your resume, however, cannot be substituted for any information requested. You *must* complete this application. An incomplete application may result in your not being considered. Your application and all attachments become the property of the Diocese of Reno and cannot be returned. If you are hired, documentation showing eligibility for employment in the United States will be required. Please contact the Diocese of Reno or the school for which you are applying if you have any questions about completing this application. If you need assistance during any step of the application and/or hiring process, please notify a representative from the Diocese of Reno in advance. Notification may be made in person or by telephoning (775)326-9430.

Last Name _____ First Name _____ Middle _____

Social Security Number _____ / _____ / _____ Other Names Used _____

Present Address _____ City _____ State _____ Zip _____

Permanent or Mailing Address _____ City _____ State _____ Zip _____

Home Phone (_____) _____ Work Phone (_____) _____

Present Position or Status _____ Religion _____

If Catholic, what is your parish? _____

May we contact your present employer? YES NO (Please note that it may be necessary to contact your current employer prior to an offer of employment. If you check NO, you will be notified prior to us contacting your current employer.) Have you previously applied for a position in the Diocese of Reno? YES NO If yes, when? _____

Why are you reapplying? _____

Are you currently licensed by the Nevada State Board of Education to teach in Nevada? YES NO

Do you hold a valid license from another state? YES NO If yes, please name the state _____

EDUCATION AND TRAINING

Please list most current graduate/undergraduate work first. Transcripts will be required. Quarter hours x 2/3 = semester hours.

Circle highest grade completed: 7 8 9 10 11 12 / 13 14 15 16 / 17 18 19 20 _____ Specify diploma/degree

Elementary/High School (Indicate name and location of last school attended) _____ Did you graduate? YES NO

High school equivalent: successful completion of GED USAF Other _____

College, University, Professional or Technical School (List all undergraduate and graduate work. Please provide official transcripts verifying credits and degrees.)

Degree Received	Date	Major	Minor	Institution	Location	Dates (month and year)		No. of Credits	
						From	To	Qtr.	Sem.

In completing this section, please list the total number of years experience in the following (if appropriate)

Catholic Schools _____ Position for which you are applying _____ School or general administration _____

Other Schools _____ (please indicate public or private) _____

Have you taken academic courses in administration in the last two years? YES NO Please list course titles: _____

SPECIAL PREPARATION

Fellowships, Internships, Seminars, Correspondence courses, etc.

SCHOOL ADMINISTRATIVE EXPERIENCE

Please account for school administrative experience starting with your most recent position. Please go back ten (10) years. If you have ever been employed by any school in the Diocese of Reno and that employment history is not listed below, complete an *Additional Teaching Experience* form with your full name at the time of your employment with the Diocese of Reno with this application.

Check all that apply: <input type="radio"/> Public School <input type="radio"/> Private School <input type="radio"/> Catholic School <input type="radio"/> Part-time _____ % <input type="radio"/> Full-time	School name	Position title
	Address, city, state, zip	Grade(s)
	Evaluator's name and title	From _____ To _____
	Evaluator's phone number ()	Number of school years
	Reason for leaving	Annual Salary \$

Check all that apply: <input type="radio"/> Public School <input type="radio"/> Private School <input type="radio"/> Catholic School <input type="radio"/> Part-time _____ % <input type="radio"/> Full-time	School name	Position Title
	Address, city, state, zip	Grade(s)
	Evaluator's name and title	From _____ To _____
	Evaluator's phone number ()	Number of school years
	Reason for leaving	Annual Salary \$

Check all that apply: <input type="radio"/> Public School <input type="radio"/> Private School <input type="radio"/> Catholic School <input type="radio"/> Part-time _____ % <input type="radio"/> Full-time	School name	Position Title
	Address, city, state, zip	Grade(s)
	Evaluator's name and title	From _____ To _____
	Evaluator's phone number ()	Number of school years
	Reason for leaving	Annual Salary \$

Check all that apply: <input type="radio"/> Public School <input type="radio"/> Private School <input type="radio"/> Catholic School <input type="radio"/> Part-time _____ % <input type="radio"/> Full-time	School name	Position Title
	Address, city, state, zip	Grade(s)
	Evaluator's name and title	From _____ To _____
	Evaluator's phone number ()	Number of school years
	Reason for leaving	Annual Salary \$

Check all that apply: <input type="radio"/> Public School <input type="radio"/> Private School <input type="radio"/> Catholic School <input type="radio"/> Part-time _____ % <input type="radio"/> Full-time	School name	Position Title
	Address, city, state, zip	Grade(s)
	Evaluator's name and title	From _____ To _____
	Evaluator's phone number ()	Number of school years
	Reason for leaving	Annual Salary \$

TOTAL NUMBER OF YEARS _____

TEACHING EXPERIENCE

Please account for ALL teaching experience. You are required to provide complete and accurate information. Failure to do so may result in your application being rejected. Do NOT include student teaching in this section. Begin with most recent teaching employment. If you have ever been employed by any school in the Diocese of Reno and that employment history is not listed below, complete an *Additional Teaching Experience* form with your full name at the time of your employment with the Diocese of Reno with this application. If you need additional space for your employment history, *Additional Teaching Experience* forms are available in the Diocese of Reno Department of Catholic Schools office or the school office of any school in the Diocese of Reno.

Check all that apply: <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Substitute Teaching <input type="checkbox"/> Contracted Teaching <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Full-time <input type="checkbox"/> Team Teaching	School name	Subject(s)
	Address, city, state, zip	Grade(s)
	Evaluator's name and title	From _____ To _____
	Evaluator's phone number (_____) _____	Number of school years
	Reason for leaving	Annual Salary \$ _____

Check all that apply: <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Substitute Teaching <input type="checkbox"/> Contracted Teaching <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Full-time <input type="checkbox"/> Team Teaching	School name	Subject(s)
	Address, city, state, zip	Grade(s)
	Evaluator's name and title	From _____ To _____
	Evaluator's phone number (_____) _____	Number of school years
	Reason for leaving	Annual Salary \$ _____

Check all that apply: <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Substitute Teaching <input type="checkbox"/> Contracted Teaching <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Full-time <input type="checkbox"/> Team Teaching	School name	Subject(s)
	Address, city, state, zip	Grade(s)
	Evaluator's name and title	From _____ To _____
	Evaluator's phone number (_____) _____	Number of school years
	Reason for leaving	Annual Salary \$ _____

Check all that apply: <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Substitute Teaching <input type="checkbox"/> Contracted Teaching <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Full-time <input type="checkbox"/> Team Teaching	School name	Subject(s)
	Address, city, state, zip	Grade(s)
	Evaluator's name and title	From _____ To _____
	Evaluator's phone number (_____) _____	Number of school years
	Reason for leaving	Annual Salary \$ _____

Check all that apply: <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Substitute Teaching <input type="checkbox"/> Contracted Teaching <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Full-time <input type="checkbox"/> Team Teaching	School name	Subject(s)
	Address, city, state, zip	Grade(s)
	Evaluator's name and title	From _____ To _____
	Evaluator's phone number (_____) _____	Number of school years
	Reason for leaving	Annual Salary \$ _____

Please see attached *Additional Teaching Experience* form.

TOTAL NUMBER OF YEARS _____

OTHER EMPLOYMENT/MILITARY EXPERIENCE

Please account for your LAST 10 YEARS of employment if you have not already done so on the TEACHING EXPERIENCE section. If you need additional space, *Other Employment/Military Continued* forms are available for your use at the school office and the Diocese of Reno Department of Education.

<input type="checkbox"/> Part-time _____ hours/week <input type="checkbox"/> Full-time 40 hours/week Total monthly salary \$ _____ Reason for leaving _____	Employer _____	Supervisor's name and title _____
	Address, city, state, zip _____	Supervisor's phone number _____
	Type of work/title _____	Length of experience: Employed from month/year _____
	Major responsibilities and % of time spent on each responsibility _____	To month/year _____
	_____	TOTAL, years/months _____

<input type="checkbox"/> Part-time _____ hours/week <input type="checkbox"/> Full-time 40 hours/week Total monthly salary \$ _____ Reason for leaving _____	Employer _____	Supervisor's name and title _____
	Address, city, state, zip _____	Supervisor's phone number _____
	Type of work/title _____	Length of experience: Employed from month/year _____
	Major responsibilities and % of time spent on each responsibility _____	To month/year _____
	_____	TOTAL, years/months _____

TOTAL YR/MO EXPERIENCE _____

REFERENCES Is placement file being sent? YES NO

A resume or placement file may not be substituted for this section. Please list four references (do not include relatives or neighbors) who are familiar with your work experience, character, education and general abilities. At least two of these must be current or previous supervisors (please asterisk*).

(1) Name	Title	Phone
Address, city, state, zip		()
(2) Name	Title	Phone
Address, city, state, zip		()
(3) Name	Title	Phone
Address, city, state, zip		()
(4) Name	Title	Phone
Address, city, state, zip		()

PREVIOUS RESIGNATION/DISMISSAL INFORMATION

If you have been dismissed, terminated, asked to resign, or asked to resign in lieu of discipline by a previous (or current) employer, or if you are under investigation by your current employer for possible disciplinary action, a full and complete explanation must be addressed to the attention of the school principal or the Superintendent of Catholic Schools, Diocese of Reno. Please place your written explanation in a sealed envelope and attach it to your application.

ARRESTS/CONVICTIONS

In answering the following questions, be advised that if you are offered employment with any school in the Diocese of Reno, a set of your fingerprints will be taken and will be forwarded to the Federal Bureau of Investigation (FBI) for processing. The Diocese of Reno will then receive a report from the FBI which will contain a complete listing of any arrest and/or conviction that is on your FBI criminal history file. It is essential, therefore, that you answer each question with complete honesty. If you are unsure about a past event, you should list it. Please note that a "yes" answer to these questions may not necessarily disqualify you from consideration for employment. The Diocese will consider the nature and date of the conviction, your intervening conduct, and the relationship between the conviction and the position for which you are applying.

Have you ever been CONVICTED of any criminal offense other than a minor traffic violation (this includes, but is not limited to a felony, gross misdemeanor, misdemeanor, DUI, etc.)? Conviction means the final judgment of a verdict or a finding of guilty, plea of guilty, or a plea of nolo contendere in any court, regardless of whether an appeal is pending or could be taken.

YES (please initial) _____ NO (please initial) _____

Do you have any outstanding arrests for which you are awaiting trial or for which a final judicial determination has not been made?

YES (please initial) _____ NO (please initial) _____

If YES to EITHER of the above questions, you must request a **CONVICTION INFORMATION** form from the Diocese of Reno Department of Education, complete the form accurately and completely, and include it with this application. Failure to do so may result in the rejection of your application.

Have you every had any credential or driver's license suspended or revoked?

YES (please initial) _____ NO (please initial) _____

If yes, please explain and include applicable dates: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION.

I hereby certify that all information provided by me on this employment application and all other information provided by me in the course of applying for employment with the Diocese of Reno Department of Education is truthful, accurate, and complete. I understand that if any information provided to me on this employment application or any other information provided by me in the course of applying for employment with the Diocese of Reno is found to be false, untruthful, misleading, or incomplete that such will be cause for immediate rejection of my application for employment. I further understand that if I am hired as an employee in the Diocese of Reno and at any time thereafter it is discovered that any information provided by me on this employment application or any other information provided by me in the course of applying for employment with the Diocese of Reno Department of Education is found to be false, untruthful, misleading, or incomplete shall be sufficient cause for disqualification or dismissal from employment.

I hereby authorize the Diocese of Reno to obtain information relating to my current and previous employment, education, criminal or personal history records. I agree to release the Diocese of Reno, its employees, representatives, and agents from any and all liability claims or damages for the obtaining and use of information obtained from these sources or developed as a result of contacting these sources.

I hereby authorize any and all organizations, including but not limited to my current or previous employers, educational institutions, etc., their employees, representatives, and agents to provide any and all information regarding my employment or education to the Diocese of Reno, its employees, representatives, and agents from any and all liability claims or damages that may directly or indirectly result from the use, disclosure, release or omission of any such information by and person or party, whether such information is favorable or unfavorable to me. A photocopy of this release will be valid as an original even though the photocopy does not contain an original writing of my signature.

I hereby certify that I have read and understand the above.

Applicant's Name (please print)

Applicant's Signature

Date