
Application for Professional Employment
Education Office
Diocese of Altoona-Johnstown

Check Title: _____ Position Applying for: _____ Date _____
Ms. Dr. Reverend Principal
Mrs. Sister Elementary Teacher
Mr. Brother Middle School Teacher

PERSONAL INFORMATION

Last Name **First Name** **MI** **(Maiden Name, if applicable)**

ADDRESS: _____
 Street **City** **Zip Code**

PHONE: Home: () _____ **Cell:** () _____

EMAIL ADDRESS: _____

PPID Number (ACT 48) _____ **Social Security #** _ _ _ - _ _ - _ _ _

Are you a citizen of the United States of America? Yes No

Marital Status: Single Married Widowed Separated Divorced

Number of Dependents (excluding yourself): _____

Religion: _____ **Parish/City:** _____

Date of last Physical: **Date of Last TB Test:** **Results:** Positive Negative
*must be within 3 months of start date *prior* to starting work

Please list all positions which you would like to be considered for:

Full Time **Part Time** **Substitute**

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Please place a check beside each school that you are interested in working:

Altoona Area Schools:

Holy Trinity Catholic School
Altoona Elementary Campus
Hollidaysburg Elementary Campus
Middle School Campus

St. Matthew, Tyrone
St. Patrick, Newry

Prince Gallitzin Area Schools:

All Saints Catholic School, Cresson
Holy Name School, Ebensburg
Northern Cambria Catholic, Nicktown
St. Benedict, Carrolltown
St. Michael, Loretto

Johnstown Area Schools:

Divine Mercy Catholic Academy
East Elementary Campus
West Elementary Campus
St. Peter, Somerset

Northern Area Schools:

Lock Haven Catholic
Our Lady of Victory, State College
St. John the Evangelist, Bellefonte

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Enter below any CCD or other formally organized out-of-school religious education program, for either children or adults, in which you assist.

| | | | |
|-----------------------|-------------|------------|------------|
| Name of Parish/School | Grades/Ages | Hours/Week | # Students |
|-----------------------|-------------|------------|------------|

Comments:

PREVIOUS EDUCATIONAL POSITIONS (List most recent first)

| <i>Name and Address of School</i> | <i>Position</i> | <i>Grade/Subject</i> | <i>Dates</i> | <i>Supervisor</i> |
|-----------------------------------|-----------------|----------------------|--------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

OTHER EMPLOYMENT

| <i>Name and Address of Employer</i> | <i>Type of Work</i> | <i>Dates</i> | <i>Supervisor</i> |
|-------------------------------------|---------------------|--------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |

PROFESSIONAL REFERENCES

| <i>Name</i> | <i>Address</i> | <i>Phone</i> | <i>Position</i> |
|-------------|----------------|--------------|-----------------|
| | | | |
| | | | |
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SCHOLASTIC RECORD

| <i>Type of School</i> | <i>Name and Address of School</i> | <i>Dates Attended</i> | <i>Degree Earned</i> | <i>Date Degree Granted</i> |
|------------------------|-----------------------------------|-----------------------|----------------------|----------------------------|
| <i>High School</i> | | | | |
| <i>College</i> | | | | |
| <i>Graduate School</i> | | | | |
| <i>Other</i> | | | | |

College Major (24 or more credits): _____

College Minor (15 or more credits): _____

Graduate Degree Major (if applicable): _____

Do you currently hold a valid Pennsylvania Teaching Certificate? Yes No

Pennsylvania Certificate Number: _____

Type: _____ Date of Issue: _____

List subjects as they appear on the certificate:

Do you hold any certificates from other states? Yes No

If yes, please list states and subjects:

Have you completed a State Induction Program? Yes No

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STUDENT TEACHING EXPERIENCES

| <i>Name and Address of School</i> | <i>Subjects/Grades</i> | <i>Dates</i> | <i>Cooperating Teacher</i> |
|-----------------------------------|------------------------|--------------|----------------------------|
| | | | |
| | | | |
| | | | |

Courses in Religious Education (specify type, duration, where studied and credit if any):

List any honors, activities and professional organizations:

List activities you are capable of directing or coaching:

Do you have any physical impairment that would hinder your ability to perform the duties to which you would be assigned? Yes No

If yes, explain:

Have you ever been convicted of any crime, excluding minor traffic violations? Yes No

If yes, explain:

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Have you ever been dismissed from a position for any reason? Yes No

If yes, explain:

How soon will you be available?

If currently under contract, until when?

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*** On the lines below (or attach), please include an essay on your philosophy of education:

(Continue on next page, if needed)

I ATTEST THAT ALL INFORMATION STATED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

Applicant Signature

Date

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