



Department of Catholic Schools
TEACHING & MID-LEVEL ADMINISTRATOR APPLICATION CHECKLIST

Complete and submit the following:

1. Archdiocesan Application form
2. Current resume
3. Copy of Oregon or out-of-state teaching license
4. Transcripts showing degrees (bachelor's and above) - unofficial are acceptable; upon hire, official transcripts are required)
5. A paragraph on each of the following:
 - Philosophy of Education
 - Reasons for interest in a teaching position in the Archdiocese of Portland
6. Letters of recommendation: from each of the three references listed on the application. Each must be accompanied by a completed **applicant waiver form** and must be no older than three years. Letters are required from:
 - the applicant's pastor (verifying status as practicing Catholic in good standing with the Church), or a minister, for non-Catholics,
 - a former employer [for new college graduates, the student teaching supervisor],
 - a professional colleague.

Email or send to: Dina Boyle (dcs@archdpdx.org)
Department of Catholic Schools
2838 E. Burnside St.
Portland, OR 97214

Applicants must meet the teacher application [minimum requirements](#) and have a complete application before their file is made available for review by schools.

**ARCHDIOCESE OF PORTLAND IN OREGON
DEPARTMENT OF CATHOLIC SCHOOLS**

TEACHER AND MID-LEVEL ADMINISTRATOR APPLICATION*

Date: _____

Last name: _____ First name: _____ Middle Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Telephone # (work): _____ (home): _____ (mobile): _____

Email Address: _____

We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, we are not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

Do you have a legal right to work in the US? Yes No

Religious Affiliation: _____

Current Parish/City _____ Pastor: _____ Phone: _____

Salary Expectations: _____

What is your license status for teaching in the Archdiocese of Portland?

- Current Oregon teaching license
- Expired Oregon teaching license – renewal in process
- Current/active out-of-state teaching license/eligible for Oregon license
- Oregon license in progress – just completed university program

Years of teaching experience: Substitute: _____ Regular: _____

Grade levels preferred:

Subject preferences: 1) _____ 2) _____ 3) _____
4) _____ 5) _____ 6) _____

*Federal and state law requires consideration of an applicant's criminal history.

GEOGRAPHIC/SCHOOL PREFERENCES

Please indicate by ✓ your preference for region(s) and/or ✓ individual schools in a region.

REGION I

- O’Hara, Eugene
- Sacred Heart, Medford
- St. Anne, Grants Pass
- St. Paul, Eugene

REGION II

- Queen of Peace, Salem
- St. James, McMinnville
- Sacred Heart, Gervais
- St. Joseph, Salem
- St. Luke, Woodburn
- St. Paul Parochial, St. Paul
- St. Vincent de Paul, Salem
- St. Mary’s, Stayton

REGION III

- All Saints, Portland
- St. Rose, Portland
- Cathedral, Portland
- Holy Cross, Portland
- Holy Redeemer, Portland
- Madeleine, Portland
- St. Therese, Portland

REGION IV

- Christ the King, Milwaukie
- Holy Family, Portland
- Our Lady of the Lake, Lake Oswego
- St. Agatha, Portland
- St. Anthony, Tigard
- St. Francis, Sherwood
- St. Ignatius, Portland
- St. John the Apostle, Oregon City
- St. John the Baptist, Milwaukie

REGION V

- Holy Trinity, Beaverton
- St. Cecilia, Beaverton
- St. Clare, Portland
- St. Francis of Assisi, Banks
- St. John Fisher, Portland
- St. Matthew, Hillsboro
- St. Pius X, Portland
- St. Thomas More, Portland
- Visitation, Forest Grove

HIGH SCHOOLS

- Central Catholic High School, Portland
- Marist Catholic High School, Eugene
- Regis Catholic High School, Stayton

For teaching at the other High Schools, please contact the schools directly as they have their own process for applications.

The following elementary/middle schools also have their own application process:

- ✿ St. Andrew Nativity
- ✿ Franciscan Montessori Earth School
- ✿ Valley Catholic Elem/Middle

How do you want your information distributed to the principals?

OPEN: Your contact information and teaching preferences will be listed on the applicant report we send to all principals and all Archdiocesan principals can view your full application file.

RESTRICTED: Your contact information and teaching preferences will be listed on the applicant report we send to all principals but only the principals from your preferred schools will have access to your full application file.

CLOSED: Your contact information and teaching preferences will not be listed on the applicant report that is sent to all principals. Only the principals from schools you are interested in will have access to your full application file.

EDUCATION

Name & Address of School	Major	Years Completed	Degree(s)
College			
College			
College			
College			

Licensing History for Teachers

What **Oregon** educator license(s) do you hold?

Teaching License

Type: Reciprocal Preliminary/Initial/Basic Professional/Standard Other _____
 Endorsements: _____ Expiration date for license: _____

Administrator License

Type: Reciprocal Preliminary/Initial/Basic Professional/Standard Other _____
 Expiration date for license: _____

Out-of-state Educator License

If not Oregon licensed, indicate what state and type of license held and expiration date: _____

Character Questions

You must answer each question by writing “yes” or “no” whichever is true. **Any “yes” answers (for questions 1-11) must be fully explained on a separate page.**

1. Have you ever been released or have you ever resigned from any education position or school related employment because of misconduct or unsatisfactory service?	
2. Have you ever resigned from an educational position while under investigation for misconduct or unsatisfactory service?	
3. Have you ever failed to complete a contract for professional service in any educational positions?	
4. Have you ever had a teaching or administrative license revoked or suspended?	
5. Have you ever been denied a teaching or administrative license for which you applied?	
6. Have you ever surrendered a teaching license before its expiration?	
7. Have you ever been disciplined by a state agency responsible for licensure of educators?	
8. Have you ever been suspended or asked to resign a position in any field?	
9. Have you ever been convicted of a crime?	
10. Are you currently charged with a crime?	
11. Have you ever been the subject of allegations related to misconduct with children?	
12. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodations?	

EMPLOYMENT HISTORY

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/most recent employer unless you indicated below that we may not contact them now. For Principal applicants: be aware that the offer of a contract cannot be finalized until your current employer is contacted. Also, be aware that we will contact all of your previous employers as part of the initial vetting of all applicants. Filing an application presumes you accept this circumstance. Attach an additional page if necessary. **Please complete this section even if you have submitted a resume.**

Current Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment Dates:		(From)	(To)
	Position:		Supervisor:	
	Description of duties: <i>(Space is limited: Attach additional pages, if needed.)</i>		Ok to contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving:				
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment Dates:		(From)	(To)
	Position:		Supervisor:	
	Description of duties:		Reason for leaving:	
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment Dates:		(From)	(To)
	Position:		Supervisor:	
	Description of duties:		Reason for leaving:	
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment Dates:		(From)	(To)
	Position:		Supervisor:	
	Description of duties:		Reason for leaving:	

PROFESSIONAL REFERENCES

Please provide the names and contact information below for the 3 people who will be providing your recommendation letters.

- **If Catholic, Pastor or Religious Superior [must include verification of status as a practicing Catholic]**
- **If not Catholic, letter from Minister**
- Immediate past employer (or university supervisor if new to teaching)
- One professional reference

Name/Job Title	Relationship	Organization	Telephone #	Years Known
	Pastor/Minister			

APPLICANT SUBMISSIONS

On a separate page, please write a paragraph on each of the following:

- Philosophy of education
- Reasons for interest in a teaching position in a Catholic school in the Archdiocese of Portland in Oregon

CATHOLIC PHILOSOPHY AND MISSION

The Teacher is called to be a role model and a witness to the Gospel of Jesus Christ. By accepting employment in a Catholic school, the Teacher agrees to share in the teaching ministry of the Catholic Church by modeling Christian values and living an exemplary life, both in and out of school. The Teacher shall maintain, by word, action and lifestyle, a position that is in conformity with the teaching, standards, doctrines, laws and norms of the Roman Catholic Church, as interpreted by the Archbishop of Portland in Oregon (“Archbishop”) in his sole discretion. The Teacher shall not do, commit, or permit any act that will tend to demean or degrade him/her in society or bring the Teacher or the School into public disrepute. The Teacher agrees not to commit to any obligations outside the School that would be detrimental to his/her presence or performance as a faculty member of the School or the standing of the School as a Roman Catholic educational institution.

The Teacher agrees to comply with the philosophy of the School as interpreted by the School and to function under the direction of the School principal as a contributing member of the School community. The Teacher shall participate constructively in creating an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

Are you willing to accept these expectations and do you feel capable of functioning effectively in this situation?

(Check [X] one.) ___ Yes ___ No

CERTIFICATION AND AUTHORIZATION INFORMATION RELEASE

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Employer, its employees, any individual or agency obtaining information for the Employer, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misrepresentation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

AT-WILL EMPLOYMENT STATEMENT

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Employer at any time, for any reason. The Employer may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

BACKGROUND CHECK STATEMENT

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

Applicant Signature

Date

Your typed name is acceptable as a signature for this form.

Please email this form and supporting documents to
dcs@archdpdx.org