



Diocese of Charlotte Catholic Schools Charlotte, North Carolina

Licensed Position Application

**Submit Application along with a Resume and List of References to:
Diocese of Charlotte Catholic Schools, 1123 South Church Street, Charlotte, NC 28203**

PERSONAL INFORMATION

Name _____
Last First Middle Preferred

Address _____
Street City State Zip Code

Phone #s Home: (____) _____ Office: (____) _____ Contact: (____) _____
Other

New Applicant Former Applicant Former Employee

Religious Affiliation _____

If Catholic, Parish of Membership: _____

POSITION PREFERENCE

Please indicate specific position for which application is being made. (Examples: K-3, 4-6, Art, Specialist, etc.)

_____ Date Available for Employment _____

LICENSURE (CERTIFICATION)

Do you hold a North Carolina teaching license? Yes No Pending

Do you hold a valid teaching certificate from another state? Yes No Pending

(If you answered YES, to either question, include a copy.)

PRAXIS TESTS

Subject Assessment/Speciality Area Tests: No Yes **(If you answered YES, include a copy.)**

EDUCATIONAL PREPARATION

Name of College/Univ.	State	Field of Study	Type of Degree	Dates of Attendance		GPA
				From	To	

STUDENT TEACHING EXPERIENCE

(If student teaching was completed within the last three years, supply following information.)

School _____

Address _____

Grade of Subject _____ Date from _____ Date to _____

Please Include:

- Resume
- Copy of Teaching License(s) / Certificate(s)
- Copy of Transcript
- Copy of Praxis Test(s)
- Required References
 - A. The names of at least three professional or academic references including current employer or last employer if not currently employed.
 - B. Beginning teachers should include references from student teaching supervisor(s) and cooperating teacher(s).
 - C. All Catholic applicants: A letter from your pastor verifying Participating Catholic status
- Copy of Evaluation(s) (if required)
- Other

TEACHING EXPERIENCE (*List chronologically – most recent employment first. Do not include substitute teaching.*)

Name of School	School District	State	Position(s) Held Grades and/or Subjects Taught	Dates Mo/Day/Yr From – To	Total Years	Supervisor's Name/Phone

NON-TEACHING EXPERIENCE (*List chronologically – most recent employment first.*)

Name of Employer	City/ County	State	Type of Work	Dates Mo/Day/Yr From – To	Total Years	Supervisor's Name/Phone

BACKGROUND INFORMATION

Yes No

- Have you ever been suspended, dismissed, fired, or discharged from a position of employment?
- Have you ever had a teaching certificate suspended or revoked?
- Have you ever been placed on an Action Plan?
- Have you ever received a below standard rating?
(If you answered YES, include a copy of your last two evaluations.)
- Have you ever been asked to resign from a position of employment?
- Have you ever been convicted of any violation of the law other than a minor traffic ticket?
- Have you ever been convicted of a felony?
- Have you ever been the subject of investigation for sexual misconduct?

(If you answered YES to any of the above questions, explain on a separate page and include

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

Date _____ Signature _____

The Diocese of Charlotte Catholic Schools is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, disability, or national origin.