



Please indicate any of the below listed extra-curricular activities which are part of your present/past assignment(s).

\_\_\_ Sports    \_\_\_ Drama    \_\_\_ Music    \_\_\_ Yearbook/Newspaper    Other \_\_\_\_\_

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

Parish/School Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Hrs/Wk: \_\_\_\_\_ # of students \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Please list your educational background beginning with the most recent and continuing back to high school.

| Name of School | City/State | Hrs. Earned | Degree Earned | G.P.A. |
|----------------|------------|-------------|---------------|--------|
|                |            |             |               |        |
|                |            |             |               |        |
|                |            |             |               |        |
|                |            |             |               |        |
|                |            |             |               |        |

College Major (24 or more semester hours): \_\_\_\_\_

College Minor (15 or more semester hours): \_\_\_\_\_

Total Number of Semester Hours you have earned in Elementary/Secondary Education: \_\_\_\_\_

Graduate Degree Field: \_\_\_\_\_

|                   |             |            |             |      |
|-------------------|-------------|------------|-------------|------|
| Student Teaching: | School Name | City/State | Grade Level | Date |
|-------------------|-------------|------------|-------------|------|

Courses taken in Religious education in the last 5 years: (List: type, duration, location & credit earned.)  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you hold a Catechetical Certificate?    \_\_\_ YES    \_\_\_ NO    If yes, what (Arch) Diocese? \_\_\_\_\_

Certificates (teaching and/or other):

| State Agency | Type | Certificate # | Date Issued | Date Expires |
|--------------|------|---------------|-------------|--------------|
|              |      |               |             |              |
|              |      |               |             |              |
|              |      |               |             |              |
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List major workshops, seminars, grants, or summer programs in which you have participated in the last five (5) years and which were not part of a degree program. (Do not include conventions or single meetings)

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**ADMINISTRATIVE AND/OR TEACHING BACKGROUND**

Please list your employment background beginning with the most recent.

| School Name | City/State | Title | Subject | Grade | From/To |
|-------------|------------|-------|---------|-------|---------|
|             |            |       |         |       |         |
|             |            |       |         |       |         |
|             |            |       |         |       |         |
|             |            |       |         |       |         |
|             |            |       |         |       |         |
|             |            |       |         |       |         |

**OTHER EXPERIENCE**

Please list other full-time non-educational employment during the past five (5) years, whether or not it has pertinence for a position in education. In addition, list other experiences which though not academic, have been of service in preparing you for a position in education. Please begin with the most recent.

| Employer | Address | Nature of Experience | From/To |
|----------|---------|----------------------|---------|
|          |         |                      |         |
|          |         |                      |         |
|          |         |                      |         |
|          |         |                      |         |
|          |         |                      |         |

Have you ever worked for the Diocese of Brownsville?  YES  NO

If yes, when and in what capacity? \_\_\_\_\_

Have you ever served in any branch of the U.S. Military Service?  YES  NO

If yes, did you receive anything other than an Honorable Discharge?  YES  NO

Please check if you have experience in any of the following:

- VISTA
- Peace Corps
- Teacher Corps
- Teaching Migrants
- Community Schools (Military)
- Special Education
- Military Administration
- Other Administration
- Community Youth Program or Summer Camp
- Alliance for Catholic Education

Please check below the county/counties in which you prefer to work:

\_\_\_\_\_ Cameron \_\_\_\_\_ Hidalgo \_\_\_\_\_ Starr

## REFERENCES

Please list the name, title, address, and phone number for those individuals who will be supplying a reference for you, beginning with the most recent employer.

| Name | Title | Address/City/ Zip Code | Phone Number |
|------|-------|------------------------|--------------|
|      |       |                        |              |
|      |       |                        |              |
|      |       |                        |              |
|      |       |                        |              |
|      |       |                        |              |

## PERTINENT INFORMATION

Have you been convicted, pled guilty, pled nolo contendere, or received deferred adjudication for a felony or misdemeanor?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

If yes, explain in concise detail on a separate sheet of paper the dates and nature of the offense(s), the name(s) and location(s) of the court(s), and the disposition of the case(s).

**\*\*\* NOTE: A conviction may not disqualify you, but a false statement will. \*\*\***

## VERIFICATION

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided below.

I hereby certify that the answers to all of the foregoing questions are true, complete and accurate. I clearly understand that false statements on this application shall be considered sufficient cause for refusal of employment or if employed, cause to dismissal. I also understand that, if employed, I will be on probation for a specified length of time and that my continued employment will be contingent upon meeting acceptable job performance standards and abiding by the policies and regulations set forth in the handbooks and manuals of the school and the Catholic Schools Office.

In connection with my application for employment with the Catholic Diocese of Brownsville (the "Diocese"), I understand that inquiries will be made concerning my employment background and qualifications, character, education and other related matters, such as criminal and driving records. Accordingly, I hereby authorize my former employers, schools, criminal justice and other agencies, or persons named as references to release to the Diocese any and all information relating to my employment or educational record. This may include, but is not limited to, academic achievement, work habits, job performance, attendance and or abilities, disciplinary actions, arrests and conviction records.

I hereby release any individual, agency, or company; including records custodians, from any and all liability for damage of whatever nature which may at any time result from compliance with this authorization. I agree that the Diocese shall not be held liable if the job offer is subsequently withdrawn.

I authorize the references listed to give you any and all information concerning my previous employment and any information they may have, personal or otherwise, and release all such parties from any liability for any damage that may result from furnishing the same to you.

I acknowledge that this application becomes the property of the Catholic Schools Office of the Diocese of Brownsville, and that the Diocese reserves the right to accept or reject it.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please Return Completed Application to:

Diocese of Brownsville  
Sr. Cynthia Mello, Superintendent of Catholic Schools  
700 N. Virgen de San Juan Blvd.  
San Juan, Texas 78589