



Application for a New Position at St. Patrick

Dear Applicant,

Saint Patrick looks forward to exploring with you the possibility of bringing onto our team. Our mission is to glorify God through educating children, each as a whole person, in a Christ-centered community rooted in Gospel values. We do this within the Catholic intellectual and spiritual tradition under the authority of our bishop, J. Mark Spalding, diocese of Nashville. We strive to present our students with an integrated, Catholic world-view, and we are interested in seeing what you may be able to offer our school in supporting and furthering our mission. Thank you for applying.

In Christ,

Sister Veronica Marie, O.P.
Principal

To apply for this position, you will need to complete the following:

- ☐ Cover letter expressing your intent to apply for this position
- ☐ Application for the position
- ☐ Three letters of recommendation, at least one from a supervisor
- ☐ Complete two background checks—FBI Fingerprint and Diocesan Background Check
- ☐ Submit any licenses, certificates, or certifications related to the position (ie. Teaching license if applicable, CPR card if applicant has a current card, etc.)

If you are hired for the position, you will need to meet with our bookkeeper before your start date.



**SAINT PATRICK CATHOLIC SCHOOL
DIOCESE OF NASHVILLE
TEACHER APPLICATION**



SECTION 1 – PERSONAL DATA

DATE _____

Last name

First name

Middle name

List other names used in work history

Home address: no., street, city, state, ZIP

Home phone

Cell phone

Email address

Religious Affiliation

Parish/Church/Congregation

SECTION 2 – EDUCATIONAL BACKGROUND

Please list the names of colleges/universities attended beginning with the most recent.

Years	Degree Earned	College/University Name/City, State
(Ex. 2021-2022)		

Years	Degree Earned	College/University Name/City, State
(Ex. 2021-2022)		

Years	Degree Earned	College/University Name/City, State
(Ex. 2021-2022)		

SECTION 3--PRESENT & PAST EDUCATIONAL POSITIONS

Years of Teaching Experience: Contract ____ Substitute/Part-Time ____ Total ____

Years	Position	School Name/City, State
(Ex. 2021-2022)		
Grade(s) or Subject(s)		Reason for leaving

Years	Position	School Name/City, State
Grade(s) or Subject(s)		Reason for leaving

Years	Position	School Name/City, State
Grade(s) or Subject(s)		Reason for leaving

Present Employer: _____

Supervisor's Name: _____

Phone Number: _____

Email: _____

May we contact your current employer/supervisor? _____

Reason for leaving your current employer:

Are you currently under contract for next school year? Y / N Date available: _____

Current Salary: _____ Desired Salary: _____

*Note: Salaries for Catholic School teachers is generally 80% of local salary scale for county teachers.

SECTION 4 – PROFESSIONAL DATA

CERTIFICATION(S)

Please list teaching licenses and endorsements secured to date.

1) _____
State/agency Type Area Cert. no.

Date issued: _____ Expiration: _____

2) _____
State/agency Type Area Cert. no.

Date issued: _____ Expiration: _____

PROFESSIONAL MEMBERSHIPS

Please list all of your teacher associations and other professional association memberships:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Position Preferred

- | | |
|---|--|
| <input type="checkbox"/> Full-Time | <input type="checkbox"/> Substitute ONLY |
| <input type="checkbox"/> Part-Time | ___ Long-term ___ As needed |
| <input type="checkbox"/> Substitute if full-time is not available | |

Level(s) qualified to teach

- | | |
|--|---|
| <input type="checkbox"/> Pre-Kindergarten | <input type="checkbox"/> Middle School (Grades 6-8) |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> High School (Grades 9-12) |
| <input type="checkbox"/> Primary (Grades 1-3) | |
| <input type="checkbox"/> Intermediate (Grades 4-5) | |

Bilingual: _____ No _____ Yes Language: _____

Check the subjects you are capable of teaching, either by training or experience.

- | | | |
|--|---|--|
| <input type="checkbox"/> Art | <input type="checkbox"/> Science | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Language Arts | <input type="checkbox"/> Social Studies | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Math | <input type="checkbox"/> Spanish | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Music | <input type="checkbox"/> Counselor | _____ |
| <input type="checkbox"/> PE/Health | <input type="checkbox"/> Media | |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Specialist/Librarian | |

SECTION 5: NARRATIVE RESPONSES

Please respond to each of the following questions on a separate sheet of paper; please limit responses to five paragraphs or less.

- 1) What are the unique and defining characteristics of an effective Catholic school? How will you contribute to this mission?
- 2) Describe a time you collaborated with colleagues to reach professional goals. What did you contribute? How did you support those working with you?
- 3) Describe a unit you planned and executed (or would plan and execute) in the classroom that
 - Engaged the student as a whole person
 - Took into account Howard Gardner's Multiple Intelligences
 - Challenged students to progress through the different levels of Bloom's Taxonomy
 - Made connections to other disciplines including integration of the Catholic faith and/or her teachings

SECTION 6 –References

Please provide three professional references able to provide information regarding your qualifications for this position.

Name	School or Business Name/City, State
Relationship to the Applicant	Contact Information
<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-worker <input type="checkbox"/> Student's Parent	Phone: Email:

Name	School or Business Name/City, State
Relationship to the Applicant	Contact Information
<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-worker <input type="checkbox"/> Student's Parent	Phone: Email:

Name	School or Business Name/City, State
Relationship to the Applicant	Contact Information
<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-worker <input type="checkbox"/> Student's Parent	Phone: Email:

SECTION 7 – DISCLOSURES & AFFIRMATION

Have you ever been accused of child abuse/child sexual abuse? _____

If yes, please explain _____

Have you ever been convicted of child abuse/child sexual abuse? _____

Have you ever been dismissed or forced to resign? __Yes __No

If yes, please explain _____

Saint Patrick School is an Equal Opportunity Employer. All candidates will be evaluated on the basis of their qualifications for the job in question. Federal and/or State law prohibits discrimination on the basis of race, color, sex, national origin, age, disability or any other protected status. Please advise us if any accommodations are required to assist you in the application process.

Saint Patrick School does not offer Unemployment Insurance.

I affirm that the information provided on this application and accompanying resume, is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

Signature

Date

**DIOCESE OF NASHVILLE
AUTHORIZATION TO OBTAIN INFORMATION
AND RELEASE**

I, _____ do hereby authorize representatives of
(Print FULL name here)

St. Patrick's Church & School and the Diocese of Nashville to contact any previous employers and/or references, to conduct criminal history checks, social security verifications and driving history searches, and to release all investigative records for examination for the purpose of verifying the accuracy of information contained on an application to work for or volunteer on behalf of St. Patrick's Church and School.

I understand that I am entitled to a complete and accurate copy of any background report of which I am the subject upon my request to the Diocese.

I hereby authorize my former employers to release the requested information and to comment on my work record. I agree to hold my former employers and the Diocese of Nashville, its agents, subsidiaries, and representatives harmless concerning any liability with respect to any information that may be provided in response to these inquiries.

I hereby release St. Patrick's Church and School, the Diocese of Nashville, its agents, subsidiaries, representatives, and any and all persons and entities from any and all liability with respect to information provided or in response to these inquiries. I understand that this Authorization/Release form shall remain in effect for the duration of my affiliation with the Diocese of Nashville and may be updated.

Applicant's Signature

Date

Applicant's Address

Background Check Instructions

You will need to complete two background checks:

1. FBI Background Check
2. Diocesan Background Check
 - a. If you have already completed this as a parent at the school, please go in as a teacher.

FBI Background Check

You can set up an appointment at one of their approved places here: <https://www.identogo.com/locations/tennessee>

At this website,

1. Go down to Schedule a New Appointment.
2. Click on "Don't know service code."
3. Agency Name: Choose "Non-DCS Childcare" from the pulldown menu.
4. Type: Choose "Child-related worker (Private)"
5. For the ORI number, enter TNCC42003. (St. Patrick School)

Then a list of the places and possible appointments will appear.

Please set up an appointment for a time convenient for you.

If you bring a receipt back we will reimburse you. It is about \$35.

You will need to do this every 5 years.

Diocesan Background Check

1. Go to Nashville.cmgconnect.org
2. Set up an account
3. Watch the Safe Environment Video (it should take 45-60 minutes)
4. Complete the prompts