

Guadalupe

Regional Middle School

Catholic ✕ Tuition-Free ✕ College Prep

OFFICE USE ONLY

Received Date:

A NativityMiguel Network School

Sponsored by the Congregation of Christian Brothers, The Marist Brothers of the Schools, and The Sisters of the Incarnate Word and Blessed Sacrament

APPLICATION FOR PROFESSIONAL EMPLOYMENT



Rev. 05 | 2021

Application of: Ms. Mrs. Mr. Br. Sr. Dr. Other _____

First Name _____ Middle _____

Last Name _____

Address _____

Telephone _____ E-mail _____

Positions for which you are applying:

1st Choice _____

2nd Choice _____



I: PERSONAL

Name _____ Date: _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ DOB ____/____/____

E-mail Address _____

Marital Status:

- Single
- Married
- Widowed
- Divorced

Number of Children:

Religious Affiliation:

- Catholic
- Protestant
- Other _____

Church Currently Attending _____

II: EDUCATION

School	City & State	Major Field	Date Graduated	Degree
High School				
College				
Graduate School(s)				

Do you hold a state teaching certificate?

- No Yes: State _____ Area(s) of Cert. _____

Do you have at least 12 credit hours in education? Yes No

Do you have at least three credit hours in technology? Yes No

Fields in which you hold 12 or more undergraduate semester hours: _____

_____, _____, _____

Hours of religious education? _____ Explain briefly: _____

III: WORK EXPERIENCE IN EDUCATION

Inclusive Dates				School District	Location		Grades & Subjects Taught	Reason for Leaving
From:		To:			City	State		
Month	Year	Month	Year					

IV: OTHER EMPLOYMENT EXPERIENCE

Inclusive Dates				Company or Organization	Location		Responsibilities
From:		To:			City	State	
Month	Year	Month	Year				

V: PROFESSIONAL GROWTH *List major workshops, seminars, internships, and/or programs in which you have participated in the last five years that have contributed to your professional growth.*

Topic	Sponsor	Location	Date

List any teacher association or other professional association memberships: _____

VI: SHORT ANSWER QUESTIONS

1. In what ways would you enhance the religious, intellectual and personal formation of students at Guadalupe Regional Middle School?

2. In what ways would you expect to contribute professionally to your colleagues at Guadalupe Regional Middle School?

3. Teaching and working with middle school students requires stamina, good physical and mental health, a positive attitude and the capacity to set firm and responsible limits. To what extent do you possess these qualities?

VII: PERSONAL REFERENCES

Name	Address	Relationship	Phone/E-mail

VIII: AGREEMENT *I hereby certify that the answers to all of the foregoing questions are true, complete and accurate. I clearly understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize Guadalupe Regional Middle School to make inquiries as to my character, reputation, and competence and release those supplying information from all liability. I understand that before any hire can be made, a criminal background check must be conducted.*

Signature of Applicant

Date

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
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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

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)

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:

- | | |
|---|---|
| <input type="checkbox"/> VISTA | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Peace Corps | <input type="checkbox"/> Military Administration |
| <input type="checkbox"/> Teacher Corps | <input type="checkbox"/> Other Administration |
| <input type="checkbox"/> Teaching Migrants | <input type="checkbox"/> Community Youth Program or Summer Camp |
| <input type="checkbox"/> Community Schools (Military) | <input type="checkbox"/> 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
Superintendent of Catholic Schools
700 N. Virgen de San Juan Blvd.
San Juan, Texas 78589

Pre-Employment Affidavit for Applicant (No Notarization)

For purposes of this affidavit:

Adjudication and conviction refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.

Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

- I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be false. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: _____
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be true. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: _____

Declaration of Applicant

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001.

I declare under penalty of perjury that the foregoing is true and correct.

Name (First, Middle, Last)

Date of Birth

Address (Street, City, State, Zip Code)

County

Executed in _____ County, State of _____, on the _____ day of _____,
County State Date Month Year

(Signature of Declarant)

I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this unsworn declaration.

Approved by the Texas Commissioner of Education, May 2020. Modified by TCCB ED for use in Texas Catholic Schools.

September 2019 - Revised 5/2020



Please Return to:
Guadalupe Regional Middle School
 1214 Lincoln St.
 Brownsville, TX 78521

TO THE APPLICANT:

Please give this professional reference form to the person you want to recommend you. Please request that the reference person complete this form and mail it back to address listed.

A letter of recommendation or placement folder may be included along with this form.

APPLICANT NAME _____

POSITION _____

DATE _____

STATEMENT OF AUTHORIZATION:

"I hereby give the Department of Catholic Schools permission to make inquires of reference with former employers concerning my general character and professional performance. I hereby authorize the party receiving this form to give full and complete information as may be requested by them or me. I further agree that the information will not be disclosed to me, but will be treated as confidential, and I waive my right to see this information."

APPLICANT'S SIGNATURE / DATE

		EXCELLENT	VERY GOOD	AVERAGE	FAIR	POOR
General Appearance	(attractive, neat)					
Attendance						
Personality	(wholesome, pleasing)					
Social Qualities	(maturity, communication)					
Character	(evidence of strength)					
Ethics	(professional relationships)					
Emotional Stability	(self-control, adjusted)					
Citizenship	(community standing)					
Oral Communication Skills						
Written Communication Skills						
Intellectual Capacity	(alert, responsive)					
Knowledge Of Subject Area						
Attitude Toward Students	(interested, caring)					
Attitude Toward Teaching						
Leadership Skills	(if applicable)					
Communication With Parents	(professionally effective)					
Discipline	(effective, constructive)					
Up-To-Date Professionally	(continual professional growth)					
Overall General Rating						

How long have you known the applicant? _____

Would you recommend him/her for employment as a teacher / administrator? _____

If no, why not? _____

The above information is based on: (check the items which apply)

- Personal acquaintance with applicant.
- Worked under my supervision.
- Student teacher under my supervision.
- Student in my class.

Comments: _____

REFERENCE'S NAME (Print) _____

TELEPHONE NUMBER _____

INSTITUTION _____

POSITION _____

Or Email to:

Dr. Virginia G. Miller, Principal
 vmiller@guadalupeprep.org

REFERENCE'S SIGNATURE / DATE