



Catholic School Office

Diocese of Brownsville
 700 N. Virgen de San Juan
 San Juan Texas 78589
 Phone(956) 787-8571
 Fax (956) 784-5081

APPLICATION

Position Desired: (check all applicable boxes)

- Principal / Assistant Principal _____
- Elementary Grades in order of preference (K-5) 1st _____ 2nd _____ 3rd _____
- Subjects in Grades 6-8 in order of preference 1st _____ 2nd _____ 3rd _____
- Subjects in Grades 9-12 in order of preference 1st _____ 2nd _____ 3rd _____
- Counselor _____ Librarian/Library _____ Substitute _____ Instr. Aide _____ Other _____
 (Indicate desired position)

PERSONAL DATA

Last Name First Middle Maiden/Other Names Used Date of Application

Mailing Address City State/Zip

Home Phone Cell Phone Email address

Religion: _____ Parish: _____

If employed, can you submit verification of your legal right to work in the United States?

Yes ___ No ___ If no, explain: _____

CURRENT EMPLOYMENT

Present Employer: _____

Mailing Address City State/Zip Phone Number

Present Position/Title: _____

Grade: _____ Subject(s): _____

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:

- 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

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 _____.	
<i>County</i>	<i>State</i>
<i>Date</i>	<i>Month</i>
	<i>Year</i>

(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