



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)

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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. \*\*\*

**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: \_\_\_\_\_.

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**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.*



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

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

REFERENCE'S SIGNATURE / DATE

## 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 Virgen De San Juan  
San Juan, Texas 78589