



GENERAL INFORMATION FOR APPLICANTS SEEKING EMPLOYMENT IN CATHOLIC SCHOOLS

I. REQUIRED DOCUMENTS:

- Application
 - Signed Pre-Employment Affidavit for applicant (No Notarization)
 - Reference checks –(at least three - two professional and one personal)
 - Official Transcripts – (unofficial transcripts will be accepted, but verification of request must accompany the application packet)
 - Copy of Teaching Certificate (if applicable)
- A. Download the application from www.cdob.org (click on Catholic Schools) or an application may be obtained at any Catholic School. The acceptance of an application does not imply that there is vacancy or that the applicant is under consideration for immediate appointment.
- B. The application must be filled out completely. Please do not state “see resume”. Indicate N/A as needed.
- C. All documents become the property of the Diocese of Brownsville Catholic Schools Office, which reserves the right to accept or reject them.
- D. All documents must be received within one (1) month of receipt of the first item. If not all documents are received, the existing paperwork will be considered inactive and will be destroyed.
- E. All completed documents will remain on file for one year.
- F. Confidential inquiry may be made of listed references by the hiring principal. If you do not wish that your present employer be contacted at this time, please indicate so. Your present employer will be contacted before employment.

**Catholic Schools Office
700 Virgen de San Juan
San Juan, Texas 78589**

II. EMPLOYMENT

- A. Interviewing and Hiring
After careful review and evaluation of the required documents, the applicant’s information will be made available to the principals at all Diocesan affiliated schools. **The interested principal will make contact.** The hiring principal will make employment offers.

III. SALARY and INSURANCE

- A. All salary and insurance arrangements are made at the local campus with the school principal.