



Date Rcvd _____ Authorization _____

PROFESSIONAL EMPLOYEE APPLICATION

Position _____ Full Time: _____ Part
Desired: _____ Time: _____
Application Date: ____/____/____ Date Available: ____/____/____

Your interest in Our Lady of the Cross School is appreciated. Our Lady of the Cross is mission driven and successful candidates for employment will contribute to that mission in the skills, talents and expertise they bring to their position and in the witness their example gives to students and families. Preferably an applicant *should be a Catholic in good standing with the Church*

Our Lady of the Cross is a Christ-centered, independent school faithful to the Magisterium, imparting faith and reason through a traditional and rigorous Catholic education. Partnering with parents as a community of faith, our school nurtures the whole child, developing our students in mind, body, and spirit to be productive citizens who witness to Christ

Those applying for teaching positions preferably will hold a valid Pennsylvania Instructional I Teaching Certificate or an out of state certificate and be willing to obtain a PA Certificate within the first year of employment, unless seeking a position teaching 9-12 Religion and then a Bachelor's degree in Religious Studies or Theology is preferred.

The LC Strong Foundation is the governing body of Our Lady of the Cross School and does not discriminate on the basis of race, color, sex, national or ethnic origin in the hiring of employees.

PERSONAL INFORMATION

NAME _____

(Prefix) (LAST)

(FIRST)

(MIDDLE)

RELIGIOUS NAME NAME OF RELIGIOUS

(Brother, Sister) _____ ORDER _____

If your academic or employment records would be held under any surname(s) other than the one you have provided, please so indicate below:

PRESENT ADDRESS _____ EMAIL _____

City, State Zip _____ PHONE _____

CITIZENSHIP: ____ Citizen ____ Non-Citizen

If non-citizen, are you legally eligible for employment in the USA? __Yes__No

LEVEL DESIRED: ____ Elem. (Pre-K-8) ____ Sec. (9-12) Area of Concentration _____

CIRCLE grades you are certified to teach: Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

Have you been baptized as a Catholic? ____ When? _____ Where? _____ (Church) (State)

Are you still a practicing Catholic in good standing with the Church? Yes ____ No ____

If NO please explain _____

(Persons baptized in the Catholic Church who are not fully practicing the Catholic faith are not eligible for employment.)

SUBMIT WITH APPLICATION:

- ☐ Pastor's Recommendation
 - ☐ College transcript(s)
 - ☐ Any applicable certifications
 - ☐ PA State Police Criminal Record Check <https://epatch.state.pa.us/>
 - ☐ PA CHILD ABUSE HISTORY CLEARANCE www.compass.state.pa.us/cwis
 - ☐ FBI digital fingerprint clearance www.identogo.com CODE: 1KG6TR
 - ☐ ACT 126/ACT 31 TRAINING
-

I have read the attached Mission Agreement Statement and agree that, if employed by Our Lady of the Cross I will abide by the Mission Agreement Statement and other policies of the LC Strong Foundation.

I further realize any omission or falsification of information provided by me in this application will result in its invalidation.

The information furnished herein is true and accurate to the best of my knowledge and belief.

(Applicant's Signature) (Date)

Please submit with this application:

A Resume, Cover Letter, and Recommendation Letters that contain the following information
OR complete the remainder of this application.

APPLICANT'S STATEMENTS

1. Why are you seeking a teaching position at Our Lady of the Cross School?

2. What contribution do you seek to make to the Mission of Our Lady of the Cross?

3. What religious and/or moral practices and values do you think adults at Our Lady of the Cross ought to model?

4. What talents, special interests, or volunteer involvement would enhance your teaching at Our Lady of the Cross?

EDUCATION

Name and location of school	Dates Attended	Date Graduated				
Elementary	From To					
			Diploma or	Degree		
High School						
					Nature of Studies	
College					Major	Minor
Graduate School			No. of Credits	Degree	Area of Specialization	

CERTIFICATION: Indicate any certificates you currently hold, *including* religious education certification.

TYPE OF CERTIFICATION	ISSUED BY DIOCESE/STATE	DATE ISSUED	DATE EXPIRES	SPECIFIC TEACHING AREAS

PROFESSIONAL EMPLOYMENT: List present and two most previous employments.

1. School name 2. Complete address – including city, state, zip, phone	Dates Employed Month Year	Salary	1. List grade and subject taught 2. Name and title of immediate supervisor	Reason for Termination
	From	\$	1.	
	To	Per diem	2.	
	From	\$	1.	
	To	Per diem	2.	
	From	\$	1.	
	To	Per diem	2.	

PROFESSIONAL REFERENCES: Please list the names and contact information for two people who will serve as professional references (e.g. supervisor, principal, department head, etc.) who know of your success or probable success as a teacher.