

EMPLOYMENT APPLICATION FORM

READ INSTRUCTIONS ON
REVERSE SIDE BEFORE
COMPLETING THIS SIDE

(Print or Type)

FOR OFFICIAL USE ONLY
SUBJECT / LEVEL
1. /
2. /

Date: _____

Name: _____
(Last) (Maiden) (First)

Address: _____
(Street) (City) (State) (Zip)

Telephone: () _____ Social Security Number: _____

EDUCATION BACKGROUND

LEVEL	NAME OF SCHOOL	CITY & STATE	SEM. HRS.	YEAR OF GRAD.	DEGREE
ELEMENTARY					
HIGH SCHOOL					
COLLEGE					
COLLEGE					
COLLEGE					

APPLYING FOR (CIRCLE ANY THAT APPLY) Full Time Part Time Substitute

OTHER _____

ELEMENTARY (CIRCLE): (K - 1 - 2 - 3) (4 - 5 - 6) (7 - 8) SECONDARY: (9 - 10 - 11 - 12)

SUBJECT MATTER PREFERENCE:

1. _____ 2. _____ 3. _____

I prefer to teach in: (Circle) Cincinnati Dayton No Preference Other _____

I will be available for employment: _____
(Date)

CERTIFICATION

Type & Grade	Issued	State	Expiration Date	Certification No.	Subject/Grade Level on Cert.

EXPERIENCE

SCHOOL	CITY & STATE	GRADE & SUBJECTS	SCHOOL YEAR	MONTHS

Total months of teaching experience _____ (9 months is considered a full school year).

REFERENCES

NAME	ADDRESS	STATE / ZIP	POSITION	TELEPHONE

GENERAL INFORMATION AND INSTRUCTIONS

1. You may submit your application to either or both offices listed below:

Cincinnati Area

Office for Catholic Schools
100 East Eighth Street
Cincinnati, OH 45202
Telephone: (513) 421-3131

Dayton/Northern Area

Catholic Schools Office
266 Bainbridge Street
Dayton, OH 45402
Telephone: (937) 223-5151

2. Please use black or dark blue ink or type this application.
3. Resumés may be submitted with the application form.
4. Be sure to complete the preference section.
5. Grade levels and type of certification are listed on your certificate.
6. Be prepared to take copies of your transcripts and placement file with you to an interview.
7. If you circle more than one grade level, please indicate your preferences.
8. List your experience in chronological order with your most recent position first.
9. The Hamilton, Middletown, Springfield, and Sidney areas have a number of Catholic schools. If you are interested in teaching in these areas, please indicate this in the *other* section.