

Dear Applicant,

Thank you for your interest in employment in the Archdiocese of St. Louis. We appreciate your interest in the Church's educational mission, and I assure you of our interest in you and the contribution you can make to Catholic education.

A clear understanding of your professional qualifications and experience will assist in referring you for a position suited to your qualifications and preferences. In this packet are the necessary items you must complete to be considered for referral and possible employment.

You are asked to send or have sent to School Personnel, Catholic Education Office, 4445 Lindell Blvd., St. Louis, MO 63108, the following material:

1. The completed **application form**. (Follow the directions carefully in completing this document. Make sure that you respond to all items on the form.)
2. Three **reference forms**: as explained below (It is recommended that you enclose a stamped, addressed envelope when requesting references. All completed references should be mailed to or faxed to School Personnel, Catholic Education Center, 4445 Lindell Blvd., St. Louis, MO 63108.)
 - one **clergy /pastor reference** from a priest, minister or rabbi who is familiar with you or your family; (A clergy reference must be provided in order for your application to be considered. You are responsible to send this form to a member of the clergy.)
 - two **professional references** from individuals who are familiar with your professional teaching abilities, e.g, former teaching supervisors or college instructors. (Note: If you have two such current references in your placement file from your college/university, you do not need to send the professional references that are included.) A reference from your prior principal is expected if you have recent teaching experience outside the archdiocesan system.
3. An official college transcript showing coursework and receipt of degree(s); (Photocopies of the transcripts will not be acceptable.)
4. A valid/current state **teaching certificate**; if you are in the process of obtaining your certification, obtain a letter from your College/University stating that all requirements have been met.
5. Family Care Safety Registry and Worker Registration Form: You must register online through the Missouri Family Care Safety Registry website, <http://health.mo.gov/safety/fcsr/>. This form should be completed according to the instructions. In Section A all educator applicants are considered "child care workers". Also list on the form when you registered online. After completing the form, send the form in with your application so that a background check can be requested.

6. All application materials become the property of the Catholic Education Office and are not duplicated or released to the applicant or any other requesting party.

When all of the above materials have been received by the School Personnel Office, your application will be reviewed by a Screening Committee at the Catholic Education Office. You will be informed by e-mail of the status of your application after this review. If your application is approved, you will receive a letter which can be used as a reference for interviewing in local Catholic schools. If your application is approved during the major hiring season--April to July--your file will be made available to principals / administrators who come to our office. In all cases, local principals/administrators conduct the actual interviews and hiring. You may view all current openings on this website under School Personnel.

Finally, let me point out that while the School Personnel Office can in no way guarantee you a position, openings do regularly occur. If you are hired by one of the schools of the Archdiocese, you will be required to attend an orientation session which is held in mid-August. This session offers faculty members who are new to the Archdiocese an opportunity to learn about our mission as Catholic educators and to become familiar with personnel policies and benefit programs available to school employees. Your principal/administrator will inform you of the date, time and location.

Thank you for your interest in Catholic education in the St. Louis Archdiocese. Please contact the School Personnel Office if you have any questions about the application process.

Sincerely,

Mrs. Stephanie Welling
Associate Superintendent for School Personnel
Catholic Education Center
4445 Lindell Boulevard
Saint Louis, MO 63108
314-792-7307 or 314-792-7308



Archdiocese of St. Louis

**APPLICATION FOR PROFESSIONAL
EMPLOYMENT**

EDUCATOR

**Catholic Education Office
Archdiocese of St. Louis**

PART A

GENERAL INFORMATION

Date: _____

Name _____
Last First Middle

Have you ever used any other names in the past? Yes _____ No _____ (Check One)

If yes, please list all other names that you have used and the dates during which you used those names. _____

Name of Religious Community (if you are a Catholic religious sister, brother or priest) _____

Address of Religious Community _____

Current Address _____ Home Phone _____

City _____ State _____ Zip _____

E-mail Address _____ Cell Phone _____

Social Security Number _____ Parish _____

Religion _____ Pastor _____

If you are not now a Catholic, have you ever been a Catholic? _____ yes _____ no If you answered "yes" to this question, please include a letter of explanation

DATE OF EMPLOYMENT AVAILABILITY _____

EDUCATIONAL PREPARATION

	NAME AND LOCATION OF SCHOOL OR COLLEGE	FROM MO/YR	TO MO/YR	KIND OF DEGREE	MAJOR	YEAR OF GRAD	SEM. HRS. CREDITED
ELEMENTARY SCHOOL				XXXX	XXXXXXXXXX		
SECONDARY SCHOOL				XXXX	XXXXXXXXXX		
COLLEGES/ UNIVERSITIES							

TEACHER PREPARATION (Student Teaching)

NAME & LOCATION OF SCHOOL	SUBJECTS OR GRADES TAUGHT	FROM MO/YR	TO MO/YR	COOPERATING TEACHER

KIND OF PROFESSIONAL CERTIFICATE HELD

STATE	CERTIFICATION LEVEL IPC, CCPC, TEMP, PROV, LIFE	ENDORSEMENT (Subj. Area/Gr. Level)	ISSUE DATE	EXPIRATION DATE

If you are awaiting receipt of certificate, indicate date applied for _____

If you are certified to teach/coordinate religion, indicate issuing diocese and level of certification. _____

EMPLOYMENT HISTORY (Please list last employer first)

SCHOOL OR COMPANY NAME & ADDRESS	FROM MO/YR	TO MO/YR	Subjects or Grades Taught /kind of position	ANNUAL SALARY	REASON FOR LEAVING

REFERENCES: Give the names and addresses of those persons from whom you have requested references. Friends and relatives may not be used.

If you have a complete file at a university or college, please send. The clergy reference is necessary in all cases.

PLEASE PRINT NAME	ADDRESS	ZIP CODE	PHONE #	RELATION FOR OFFICIAL POSITION TOWARD APPLICANT

SPECIFIC EMPLOYMENT PREFERENCE

LEVEL: (Indicate 1st Preference 1: 2nd Preference 2)

- _____ Pre-School
- _____ Kindergarten
- _____ Primary
- _____ Intermediate
- _____ Jr. High
- _____ Secondary

GRADE LEVEL/SUBJECT AREA PREFERENCES:

- 1st Pref. _____
- 2nd Pref. _____

WOULD YOU BE INTERESTED IN:

- _____ Religion Coordinator/Campus Ministry
- _____ Counseling
- _____ Librarian
- _____ Learning Consultant
- _____ Coaching

SPECIAL EDUCATION

- _____ LD/ADHD
- _____ Autism Spectrum
- _____ Speech/Language
- _____ Developmental Delays/Disabilities

GEOGRAPHICAL AREAS (Please indicate in which areas you would be willing to work. Check one or more)

- | | | |
|--------------------------------|---------------------------|-----------------------------|
| _____ St. Louis City | _____ Jefferson County | _____ Ste. Genevieve County |
| _____ St. Louis County (North) | _____ Lincoln County | _____ Warren County |
| _____ St. Louis County (South) | _____ St. Charles County | _____ Washington County |
| _____ St. Louis County (West) | _____ St. Francois County | _____ Perry County |
| | | _____ Franklin County |

PART B

All applicants must answer the following questions as completely as possible. Your application cannot be processed without this information.

1. Are you prevented from lawfully becoming employed in this country because of your visa or immigration status?
Yes _____ No _____ (check one)
(If hired, you will be required to verify your employment eligibility and identity in accordance with the Immigration Reform and Control Act of 1986.)

2. Can you perform the activities involved in the position for which you are applying either with or without reasonable accommodation?
Yes _____ No _____ (check one)

3. Have you at any time been accused of child abuse? (You are required to answer this inquiry whether or not a criminal conviction arose out of the allegation.)
Yes _____ No _____ (check one)

If yes, please provide in detail the date, the place, and an account of the circumstances surrounding each allegation of child abuse.

4. Did any judicial proceeding arise out of the allegations of child abuse?
Yes _____ No _____ (check one)
If yes, please identify the court in which the proceeding was brought and its location, the parties to that proceeding, the docket number of the proceeding, and any judgment or resolution that was entered or reached.

5. Are you under the supervision of any federal, state or local corrections agency as a result of any allegations of child abuse?
Yes _____ No _____ (check one)

6. Have you ever been convicted of or pleaded guilty to a misdemeanor or felony (other than a traffic/parking violation)?
Yes _____ No _____ (check one)

If yes, please state the nature of the offense for which you were convicted or pleaded guilty, the date of the conviction or the entering of the plea, the judgment imposed, the court imposing the judgment and its location, and the docket number of the proceeding.

7. Has any surety company ever refused to issue or continue any bond on your behalf?
Yes _____ No _____ (check one) (continued on next page)

If yes, please provide in detail the date, the reasons for and the circumstances surrounding the surety company's refusal.

A "yes" response to either of the two preceding questions will not disqualify you from consideration for employment as a teacher in a school of the Archdiocese. A record of a conviction, or a refusal by a surety company to issue or continue a bond on your behalf, does not mean that you cannot be hired. The nature and circumstances of any conviction or bond refusal, how long ago either occurred, and other factors, including the relationship of the conviction or bond refusal to the position for which you are applying, are all important in the employment consideration. Thus, please provide a complete response to these questions so that an appropriate decision may be made.

I grant permission to the parishes of the Archdiocese of St. Louis, the Catholic High School Association of the Archdiocese of St. Louis, and to the agents of either or both entities, (collectively "the Employer") to investigate thoroughly my complete personal, educational and work histories and to verify all information that may be given in connection with my seeking of employment as a teacher for any school operated by the Employer. In processing this employment application and at any time during my employment, the Employer may request a police report about me. I have the right to request the Employer completely and accurately to disclose to me the content of those reports. Such a request must be made in writing to the Employer. In addition, I release the Employer and the Archbishop of St. Louis, as well as any individual or organization and all of their agents who supply written or oral information regarding myself to the office of the Employer, from any and all liabilities resulting from such investigation or verification. I understand and agree that I may be denied employment or, if I am already employed, that my employment may be terminated based on information obtained during that investigation or verification. Upon the termination of my employment as a teacher for the Employer, regardless of when, how or why my employment is terminated, and whether such termination is effected by me or by the Employer, I authorize the release of reference information on all aspects of my employment history with any school of the Employer and release the Employer and all of its agents from any and all liability resulting from disclosure of information on my employment history.

In addition, I understand and agree that this application will be considered valid for a period of one hundred eighty (180) days. I recognize that, if I wish to be considered after one hundred eighty (180) days, a new application for employment may be requested.

Moreover, I understand and agree that, if I am offered employment by the Employer, my employment will be based upon mutual agreement and that either I or the Employer may terminate the employment relationship at any time and for any reason, except to the extent specifically provided in a written employment agreement entered into between myself and the Employer. I understand that no one has authority to enter into any oral employment agreement on behalf of the Employer or to make any agreement contrary to the foregoing.

Finally, I certify that I have given true and accurate information and that I have read and agreed to the conditions of employment stated in this application and authorize the release as set forth above. If any information contained in this application is found to be false in the opinion of the Archdiocese of St. Louis in any respect, my application for employment may be rejected. Similarly, if I am already employed, I will be subject to discharge without notice at any time.

Date _____

(Official Signature)

The Archdiocese of St. Louis provides and promotes equal employment opportunities for all persons without regard to race, color, age, sex, national origin, citizenship, or disability as provided by federal law.

Applicants should address all correspondence to:

School Personnel
Catholic Education Center
4445 Lindell Blvd.
St. Louis, MO 63108
Phone: 314-792-7307
Fax: 314-792-7309
e-mail: dcira@archstl.org
website: www.archstl.org/education

Archdiocese of St. Louis

**APPLICATION FOR PROFESSIONAL
EMPLOYMENT**

EDUCATOR

PART C

Please answer the following questions. Your application cannot be processed without this information.

1. Why did you choose education as a profession?

2. Why do you want to serve in a Catholic School?

3. How do you view your role as an educator in a Catholic School?

4. As an educator, how would you contribute to developing a community of faith within the school?

5. How does your life reflect the Christian values being fostered in Catholic Schools?

6. Are you willing to increase your knowledge of the Catholic faith in order to better fulfill your role as a faculty member in a Catholic school?

Yes _____ No _____

7. What means do you use to strengthen your own spiritual life in order to better fulfill your role as a faculty member in a Catholic school?

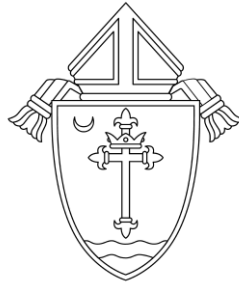
8. What types of religious experiences do you feel are important for students?

9. Identify areas of service to the community and church in which you have recently been involved.

10. What experiences in working with young people, such as clubs, camps, extra curricular activities, and sports have you found to be most rewarding?

Date _____

Signature _____



ARCHDIOCESE OF ST. LOUIS

WITNESS STATEMENT FOR THOSE WHO SERVE IN CATHOLIC EDUCATION

The mission of Jesus Christ and the Holy Spirit is the mission of the Catholic Church, to reveal God the Father, Son, and Holy Spirit to all people and to teach them about the fullness of His love. "Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world" (GDC). Catholic education shares in a special way in the Church's mission by proclaiming and witnessing Jesus Christ and His teachings.

Catholic education, which includes education, formation, and transformation, exists in order to evangelize. Two important elements that make up the process of evangelization are proclamation and witness. It is essential, therefore, that those who serve in Catholic education proclaim Jesus Christ, His life and ministry, present the Catholic faith in its fullness and be Christ's witness to the world.

Initially those being evangelized will be attracted to and listen to those who are good witnesses. "The Good News proclaimed by the witness of life sooner or later has to be proclaimed by the word of life" (Evangelii Nutiandi). Some in Catholic education -- religion teachers, PSR catechists, educational and catechetical leaders -- are called to be explicit proclaimers of the Word. But *all* who serve in Catholic education are called to be witnesses to the life and teachings of Jesus Christ and the Catholic Church. Therefore, the following *Witness Statement* applies to all who serve in Catholic education.

All who serve in Catholic education in the parish and school programs of the Archdiocese of Saint Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church.

Only those persons who can support this *Witness Statement* are to be employed by pastors, principals, and directors/coordinators of religious education.

All who serve in Catholic education in the Archdiocese of Saint Louis should be made aware that support of this *Witness Statement* must be reflected in their public behavior.

All who serve in Catholic education should:

- believe in God
- support belief in Jesus Christ
- engage in prayer
- respect ecclesiastical authority
- possess a basic knowledge of the Catholic Church
- not take a public position contrary to the Catholic Church
- demonstrate a public life consistent with the teachings of the Catholic Church
- practice respect and reverence for others and prudence with regard to confidential information related to work
- if Catholic, have not publicly rejected the Catholic Church
- be active members of the Catholic Church, or of their own Church if not Catholic
- practice exemplary stewardship and ethical behavior with regard to Church property and funds.

The above is a thorough but not all-inclusive listing of the implications of this *Witness Statement*.

IMPLEMENTATION OF THE WITNESS STATEMENT BY LOCAL PARISHES AND SCHOOLS

All who serve in Catholic education should be provided with opportunities to have the basic and essential teachings of the Catholic Church, applicable to the *Witness Statement* and its implications, explained so that they may be open to an understanding and appreciation of them.

This *Witness Statement* and its implications should be used in interviewing and hiring applicants who will serve in Catholic education to determine their openness to its message.

The pastor, principal, president, and director/coordinator of religious education should use this *Witness Statement* and its implications as part of the discussions in the initial offering and renewal of contracts.

This *Witness Statement* and its implications should be included in the various publications of the parish and/or the educational institution: faculty handbook, student handbook, marketing brochures, policy statements, etc.

Reflection on and discussion of this *Witness Statement* and its implications should be integrated by the pastor, principal, and director/coordinator of religious education into appropriate gatherings of those who serve in Catholic education: commissioning services, faculty meetings, faculty homilies, prayer days, etc.

July, 2010

RESPONSIBILITIES OF TEACHERS

The PRIMARY RESPONSIBILITIES of the teacher include:

† REGARDING THE COMMUNITY OF FAITH

THE TEACHER

- Supports and implements the philosophy of Catholic Education;
- Gives evidence of lived Gospel values;
- Participates in the building of faith community.

† REGARDING THE INSTRUCTIONAL PROCESS

THE TEACHER

- Demonstrates evidence of prior planning and preparation;
- Presents classes clearly and effectively;
- Uses instructional materials efficiently and effectively;
- Evaluates students progress effectively;
- Provides for individual differences;
- Demonstrates ability to motivate students;
- Maintains an atmosphere conducive to learning.

† REGARDING INTERPERSONAL RELATIONSHIPS

THE TEACHER

- Works cooperatively with administration;
- Works as a team member with educational staff;
- Demonstrates positive interpersonal relations with students;
- Maintains positive interpersonal relations with parents.

† PROFESSIONAL RESPONSIBILITIES AND GROWTH

THE TEACHER

- Maintains a professional manner in the classroom and other school related settings;
- Demonstrates a sense of professional responsibility;
- Actively participates in responding to total school needs;
- Keeps abreast with developments in curriculum and the learning process;
- Interacts with colleagues to further professional growth;
- Takes advantage of opportunities to further professional growth.

The CATECHETICAL RESPONSIBILITIES of the teacher:

The ministry of catechesis is more than just effective teaching; it is the sharing of one's personal faith in Jesus and His Church, to enable another's faith to become "living, conscious, and active" (NCD, #32).

It includes, therefore, the following responsibilities:

- † To grow in one's faith and in the knowledge and methodology for sound catechesis through course work leading to catechist certification and through continued commitment to community prayer and in-service religious education;

- † To share one's faith with conviction, love, and hope, mindful to represent the message of Christ as entrusted to the teaching authority of the Church;
- † To be a person of prayer, and to include in the religion program experiences of prayer and liturgical celebration of the mysteries of our faith.
- † To teach one's classes in such a way that students can integrate the gospel into their total life experience, attitudes, and actions;
- † To work with the religion coordinator/director and other catechists in the setting of annual goals for curriculum development and instructional improvements based upon sound evaluation of local needs.

The LOCAL RESPONSIBILITIES of the teacher:

There will be additional responsibilities that a teacher will be expected to perform as explained in the local faculty handbook published by the parish/school.

STATE CERTIFICATION

Elementary School

Every teacher in the Archdiocese shall be certified by the State of Missouri or possess a valid certificate from another state.

Secondary School

Every teacher in the Archdiocesan high schools and regional schools shall be certified by the State of Missouri.

The responsibility for getting proper certification from the State Department of Education and filing this with the Personnel Office rests with the person hired. This certificate should be in the Personnel Office prior to the opening of school.

RELIGION EDUCATION CERTIFICATION

Every teacher in a Catholic school is a catechist, participating in the primary mission of the school, "to share the light of faith" with our children. However, some are called to the more specific role of teaching religion class.

Elementary School

Everyone who teaches religion in a Catholic elementary school shall be certified as a catechist by the Religious Education Department of the Catholic Education Office.

To be certified as an elementary school religion teacher, a person must be a Catholic with a bachelor's degree and state certification as a teacher, and have at least twelve credit hours in specified theology or religious education courses from a Catholic college, university, or institute. Philosophy courses are not applicable. Courses must have been taken since 1962. Only two of the required hours may be taken as audit. This certification applies to elementary school teachers who are assigned one period of religion as part of their regular teaching responsibilities.

Courses taken for credit from Paul VI or a Catholic college toward certification as a religion teacher also apply toward the +15 on the salary scale.

The twelve credit hours shall cover the basic Church teachings and catechetical processes recommended by the Catechism of the Catholic Church and the General Directory for Catechesis, as listed below:

Catechism I: Basic Doctrine	2 credits
Catechism II: Catholic Sacramental/Liturgical theology	2 credits
Catechism III: Foundations Catholic Morality	2 credits
Religious Education	2 credits
Intro to Sacred Scripture	2 credits
Moral Theology, Liturgy or Spirituality elective	2 credits

Secondary School

All teachers of religion must meet the certification standards established by the Catholic Education Office.

To be certified as a secondary teacher of religion, full-time or part-time, a person must be a Catholic, hold a bachelors degree in theology or religious education, or the equivalent, and have the specified credits in catechetics and education. A person holding state teaching certification whose degree is in another field may work toward religious education certification by taking thirty hours, as specified below, from a Catholic college, university, or pontifical institute such as Paul VI. Courses must have been taken since 1962 for credit, not audit. If the person does not hold state teacher certification, then six credits in general education methods are also required.

The thirty hours should cover the basic Church teachings and catechetical processes recommended by the General Catechetical Directory and the National Catechetical Directory which includes the following:

Basic Doctrine	4 credits
Basic Moral Theology	4 credits
Sacred Scripture	4 credits
Catechetics	4 credits
Electives	14 credits
Education (teaching and learning)	6 credits

December, 2006

STATE CERTIFICATION

Elementary School

Every teacher in the Archdiocese shall be certified by the State of Missouri or possess a valid certificate from another state.

Secondary School

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The responsibility for getting proper certification from the State Department of Education and filing this with the School Personnel Office rests with the person hired. This certificate should be in the School Personnel Office prior to the opening of school.

RELIGION EDUCATION CERTIFICATION

Every teacher in a Catholic school is a catechist, participating in the primary mission of the school, "to share the light of faith" with our children. However, some are called to the more specific role of teaching religion class.

Elementary School

Everyone who teaches religion in a Catholic elementary school shall be certified as an elementary religious teacher or catechist by the Religious Education Department of the Catholic Education Office.

To teach religion in an elementary school, a person must be a Catholic with a clear understanding of the teaching of Christ and His Church, as well as a personal and prayerful commitment to the Lord and His community.

It is the policy of the Archdiocese that every teacher of religion should be certified or working toward certification (taking courses each year), with courses approved and on file in the Religious Education Department of the Catholic Education Office. Courses may be taken through Paul VI Institute or from any Catholic college or university. Some of the Wichita Correspondence Courses can also apply. Courses taken for credit from Paul VI or a Catholic college (but not from Wichita Correspondence) toward certification as a religion teacher can also apply toward the +15 on the salary scale.

Requirements for certification are a bachelor's degree, with the following course work:

Basic Doctrine	2 credits
Basic Moral Theology	2 credits
Introduction to Scripture	2 credits
Methods of Teaching Religion	2 credits
Social Justice <u>or</u> Liturgy	2 credits
Electives	2 credits

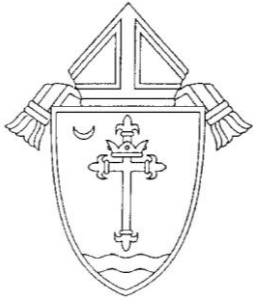
Secondary School

All teachers of religion must meet the certification standards established by the Catholic Education Office.

To be certified as a secondary teacher of religion, full-time or part-time, a person must be a Catholic, hold a bachelors degree in theology or religious education, or the equivalent, and have the specified credits in catechetics and education. A person holding state teaching certification whose degree is in another field may work toward religious education certification by taking thirty hours, as specified below from a Catholic college, university, or pontifical institute such as Paul VI. Courses must have been taken since 1962 for credit, not audit.

The thirty hours should cover the basic Church teaching and catechetical processes recommended by the national Catechetical Directory which includes the following:

Basic Doctrine	4 credits
Basic Moral Theology	4 credits
Sacred Scripture	4 credits
Catechetics	4 credits
Electives	14 credits
Education (teaching and learning)	4 credits.



Archdiocese of St. Louis
EDUCATOR
PASTOR (CLERGY) REFERENCE FORM

Name of Applicant: _____

Address _____

Position applied for: _____

Name of Reference: _____

Title: _____

Address _____

_____ Phone # _____

_____ I waive my option to view my recommendations.

_____ I retain my right to view my recommendations.

Applicant's Signature _____

The applicant named above is applying for a position in a Catholic school and has given your name as a reference. Please answer the following questions to the best of your ability.

1. How long have you known the applicant and in what pastoral relationship?

2a. (For Catholic applicants) To your knowledge is the applicant a committed member of the Church and a witness to Catholic values and beliefs? _____ Yes _____ No

or

2b. (For non-Catholic applicants) To your knowledge is the applicant a committed member of his/her denomination? _____ Yes _____ No

and

(For non-Catholic applicants) To your knowledge is the applicant able and willing to support the teachings of the Catholic Church? _____ Yes _____ No

3. The Witness Statement for those who serve in Catholic education states: "All who serve in Catholic Education in the parish and school programs of the Archdiocese of St. Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Church."

Is there any reason you are aware of why the candidate would not be able to abide by this Witness Statement?

4. What particular strengths do you think the applicant would bring to the position for which he/she has applied?

5. What weaknesses does the applicant have that would interfere with his/her effectiveness in the position for which he/she has applied?

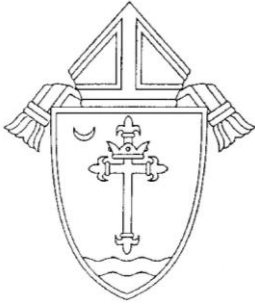
6. Would you employ this applicant in the position for which he/she has applied?
_____ Yes _____ No

Date: _____ Signed: _____

After completing this form, please return it to:

School Personnel Department
Catholic Education Center
4445 Lindell Blvd.
St. Louis, MO 63108

You may also fax it to: (314) 792-7309.



Archdiocese of St. Louis
EDUCATOR
PROFESSIONAL REFERENCE FORM

Name of Applicant: _____

Address _____

Position applied for: _____

Name of Reference: _____

Address _____

_____ Phone # _____

_____ I waive my option to view recommendations.

_____ I retain my right to view my recommendations.

Applicant's Signature _____

The applicant named above is applying for a position in a Catholic school and has given your name as a reference. Please answer the following questions to the best of your ability.

	Outstanding	Satisfactory	Limited	No Opportunity to Observe
Knowledge of Catholic Faith	_____	_____	_____	_____
Practice of Catholic Faith	_____	_____	_____	_____
Understanding of Catholic philosophy of education	_____	_____	_____	_____
Commitment to mission of Catholic schools	_____	_____	_____	_____
Teaching Potential or Ability	_____	_____	_____	_____
Knowledge of content area(s)	_____	_____	_____	_____
Classroom Management	_____	_____	_____	_____
Knowledge of curriculum/ instruction/assessment	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____
Responsibility	_____	_____	_____	_____
Interpersonal relationships:				
a) faculty	_____	_____	_____	_____
b) students	_____	_____	_____	_____
c) parents	_____	_____	_____	_____

How long have you known the applicant and in what official relationship? _____

If this individual was employed in your system or school, please specify dates:

FROM: _____ **TO:** _____

The Witness Statement for those who serve in Catholic education states: "All who serve in Catholic Education in the parish and school programs of the Archdiocese of St. Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Church."

Is there any reason you are aware of why the candidate would not be able to abide by this Witness Statement?

What particular strengths do you think the applicant would bring to the position for which he/she has applied?

What weaknesses does the applicant have that you think would interfere with his/her effectiveness in the position for which he/she has applied?

Would you employ this candidate in the position for which he/she has applied? ____ Yes ____ No

Explain your response: _____

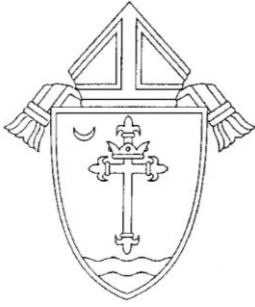
Date: _____

Signed: _____

Position: _____

After completing this form, please return to:

School Personnel Department
Catholic Education Center
4445 Lindell Blvd.
St. Louis, MO 63108
Or fax it to: (314) 792-7309



Archdiocese of St. Louis
EDUCATOR
PROFESSIONAL REFERENCE FORM

Name of Applicant: _____

Address _____

Position applied for: _____

Name of Reference: _____

Address _____

_____ Phone # _____

_____ I waive my option to view recommendations.

_____ I retain my right to view my recommendations.

Applicant's Signature _____

The applicant named above is applying for a position in a Catholic school and has given your name as a reference. Please answer the following questions to the best of your ability.

	Outstanding	Satisfactory	Limited	No Opportunity to Observe
Knowledge of Catholic Faith	_____	_____	_____	_____
Practice of Catholic Faith	_____	_____	_____	_____
Understanding of Catholic philosophy of education	_____	_____	_____	_____
Commitment to mission of Catholic schools	_____	_____	_____	_____
Teaching Potential or Ability	_____	_____	_____	_____
Knowledge of content area(s)	_____	_____	_____	_____
Classroom Management	_____	_____	_____	_____
Knowledge of curriculum/ instruction/assessment	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____
Responsibility	_____	_____	_____	_____
Interpersonal relationships:				
a) faculty	_____	_____	_____	_____
b) students	_____	_____	_____	_____
c) parents	_____	_____	_____	_____

How long have you known the applicant and in what official relationship? _____

If this individual was employed in your system or school, please specify dates:

FROM: _____ **TO:** _____

The Witness Statement for those who serve in Catholic education states: "All who serve in Catholic Education in the parish and school programs of the Archdiocese of St. Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Church."

Is there any reason you are aware of why the candidate would not be able to abide by this Witness Statement?

What particular strengths do you think the applicant would bring to the position for which he/she has applied?

What weaknesses does the applicant have that you think would interfere with his/her effectiveness in the position for which he/she has applied?

Would you employ this candidate in the position for which he/she has applied? ____ Yes ____ No

Explain your response: _____

Date: _____

Signed: _____

Position: _____

After completing this form, please return to:

School Personnel Department
Catholic Education Center
4445 Lindell Blvd.
St. Louis, MO 63108
Or fax it to: (314) 792-7309

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES FAMILY CARE SAFETY
 REGISTRY **WORKER REGISTRATION PLEASE TYPE OR PRINT CLEARLY**

FCSR USE ONLY

SECTION A: WORKER TYPE (CHECK ALL (4) BOXES THAT APPLY)

<input type="checkbox"/> CHILD CARE WORKER	<input type="checkbox"/> FOSTER PARENT
<input type="checkbox"/> ELDER CARE WORKER	<input type="checkbox"/> VOLUNTARY REGISTRANT
<input type="checkbox"/> PERSONAL CARE WORKER	<input type="checkbox"/> RECIPIENT OF STATE OR FEDERAL FUNDS

SECTION B: IDENTIFYING DATA FOR BACKGROUND SCREENING

LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME
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PRIOR NAMES USED

SOCIAL SECURITY NUMBER (ATTACH COPY OF SOCIAL SECURITY CARD)	DATE OF BIRTH	GENDER MALE FEMALE	TELEPHONE NO. (optional) ()
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MAILING ADDRESS

STREET ADDRESS OR POST OFFICE BOX	CITY	STATE	ZIP CODE	COUNTY
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HOME ADDRESS (if different than mailing address)

STREET ADDRESS	CITY	STATE	ZIP CODE	COUNTY
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SECTION C: CURRENT EMPLOYER INFORMATION (IF APPLICABLE)

EMPLOYER NAME	CONTACT PERSON	PHONE NUMBER ()
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ADDRESS	CITY	STATE	ZIP CODE	COUNTY
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SECTION D: AUTHORIZATION TO RELEASE BACKGROUND SCREENING INFORMATION

The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant my permission for the Missouri Department of Health and Senior Services to obtain any and all background information authorized by law to process this request. Furthermore, I authorize the Missouri Department of Health and Senior Services to release the fact that I am a registrant in the Family Care Safety Registry and any related background information to the requestor of the Family Care Safety Registry for employment purposes only, as provided in §210.921, subsection 1, subdivisions (1) and (2), RSMo. For purposes of the Family Care Safety Registry, "employment purposes" includes direct employer-employee relationships, prospective employer-employee relationships, and screening and interviewing of persons or facilities by those persons contemplating the placement of an individual in a child-care, elder-care or personal care setting. I understand that if I dispute the information contained in the Family Care Safety Registry I have the right to appeal the accuracy in the transfer of information to the Registry within thirty (30) days of receiving the results of the background screening determination.

SIGNATURE OF APPLICANT (REQUIRED IN INK) ⁴	DATE
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IMPORTANT

- Individuals are required to register one-time only
- Contact 1-866-422-6872 (toll-free) if you have questions on how to complete this form
- Read back of form for instructions and information on registrant notification and appeal rights
- Send completed registration form, copy of social security card and \$10.00 check or money order made payable to:
 Missouri Department of Health and Senior Services
 Fee Receipts Unit
 P.O. Box 570
 Jefferson City, MO 65102

FCSR USE ONLY

WHAT IS THE FAMILY CARE SAFETY REGISTRY?

The Family Care Safety Registry, administered by the Missouri Department of Health and Senior Services, provides families and other employers with a method to obtain background screening information. The Registry, through various state agencies, offers several resources to screen child-care, elder-care and personal care workers and child-care and elder-care providers:

- 1 State criminal background checks conducted by the Missouri State Highway Patrol
- 2 Child abuse/neglect records, maintained by the Division of Family Services
- 3 The Employee Disqualification List, maintained by the Division of Senior Services
- 4 The Employee Disqualification Registry maintained by the Department of Mental Health
- 5 Child-carefacility licensing records, maintained by the Department of Health and Senior Services
- 6 Foster parent, residential care facility, and child placing agency licensing records, maintained by Division of Family Services
- 7 Residential living facility and nursing home licensing records, maintained by the Division of Senior Services

WHO HAS TO REGISTER?

Any person hired on or after January 1, 2001, as a child -care worker or elder-care worker, or hired on or after January 1, 2002 as a personal care worker, as defined in §210.900, subsection 2, RSMo, is required to make application for registration in the Family Care Safety Registry within fifteen (15) days of the beginning of employment. **Such person who fails to submit a completed registration form to the Department of Health without good cause, as determined by the department, is guilty of a class B misdemeanor.**

HOW DO I COMPLETE THE REGISTRATION FORM?

Section A: Type of Worker - Check (4) one or more boxes that best describes your worker category. A "voluntary registrant" is a person who is not mandated to register with the Family Care Safety Registry pursuant to §210.900 to §210.936, RSMo.

Section B: Identifying Data for Background Screening - List your current name, maiden name, all prior names used, social security number, date of birth, gender, home address, and mailing address. You must provide your social security number pursuant to §210.906.2, RSMo Supp. 1999. This identifying information, including social security number, will be used for internal identification purposes and to conduct background screenings for the resource information listed in paragraph one above.

Section C: Current Employer Information (If Applicable) - If you are currently employed by or are seeking employment with a child-care or elder-care provider, please list the facility name, owner/operator, facility type and facility address. If you are a foster parent, a voluntary registrant, or receive state or federal funds for child-care or elder-care services, leave this section blank.

Section D: Authorization to Re lease Background Check Information - Sign and date the registration form. Your signature will authorize the Family Care Safety Registry to conduct the background screening outlined in §210.903.2, RSMo and to provide the information to requestors for "employment purposes", as provided in §210.921.1, RSMo.

WHERE DO I SEND MY REGISTRATION FORM?

Send your completed registration form, photocopy of social security card and \$10.00 check or money order made payable to the Missouri Department of Health and Senior Services to: Missouri Department of Health and Senior Services, Fee Receipts Unit, P.O. Box 570, Jefferson City, MO, 65102. If you have questions, please call the Registry using the toll-free telephone number, 1-866-422-6872.

WHEN WILL I KNOW THE RESULTS OF MY BACKGROUND CHECK?

After the background screening has been completed, you will be notified, in writing of the results that will be recorded in the Family Care Safety Registry. You will also be notified in writing each time backgro und screening information is provided. The notification will contain the name and address of the person who made the request and the background information disclosed. The person making the request will be informed that information will be released for employment purposes only as defined pursuant to §210.921.1, RSMo. **Any person using Registry information for any other purpose is guilty of a class B misdemeanor.** To ensure you receive these notifications, it will be important for you to notify the Family Care Safety Registry when you have a change in your mailing address. You can send address changes to Family Care Safety Registry, P.O. Box 570, Jefferson City, MO, 65102.

WHAT IF I DON'T AGREE WITH THE RESULTS OF MY BACKGROUND CHECK?

Pursuant to §210.912, RSMo, you have the right to appeal the information transferred onto the Family Care Safety Registry. Your right to appeal is limited only to the accuracy in the transfer of information from the state agency that maintains the background information and does not include a right to appeal the accuracy of the substance of the information transferred. An appeal needs to be filed in writing at the Office of the Director, Missouri Department of Health and Senior Services, P.O. Box 570, Jefferson City, MO, 65102, within 30 days of receiving the results of the background screening determination. An administrative appeal shall be set within 30 days of the filing of the appeal and a decision shall be made within 60 days. This right to appeal is in addition to any other appeal rights granted by state law.

WHAT INFORMATION WILL BE DISCLOSED BY THE FAMILY CARE SAFETY REGISTRY?

Disclosure of background information on a person registered in the Family Care Safety Registry will be limited. A registry worker will first confirm whether the person in question is registered. If the person is registered, the registry worker will then disclose whether the person's name is listed in any of the background checks pursuant to §210.903, subsection 2, RSMo, and if so, which one. Specific information will only be disclosed by the registry upon receipt of a written request from the caller.