

CREDENTIALS AND REFERENCES

List three individuals who can provide information about your skills and qualifications. Include supervisors, principals, and superintendents with whom you have worked.

Name and Position	Complete Mailing Address	E-Mail Address	Complete Phone Number
_____	_____	_____	(____) _____
_____	_____	_____	(____) _____
_____	_____	_____	(____) _____

Are your credentials self-managed? Yes____ No____

If no, credentials are on file at _____

College or University

Address

Please request that your college or university placement office submit your credentials.

GENERAL INFORMATION

All Individuals having contact with students are required to be safe environment (SE) certified. SE certification requires a completed (SE) training, successful background check and a code of conduct acknowledgment.

Are you SE certified for the Archdiocese of Omaha? ____ Yes ____ No

If not, you are required to complete a background check prior to employment. Once employed, you must complete or register for the SE training prior to contact with students. For employment purposes, an additional background check may be required of those already SE certified.

Are you presently employed? Yes____ No____ When may we contact your employer to verify your work record? _____

Name_____ Address_____ Phone Number_____

Have you ever been convicted of a felony or of a misdemeanor involving Moral Turpitude? Yes____ No____

If yes, please explain. _____

Have you ever been involuntarily released from a teaching contract? Yes____ No____

If yes, please explain _____

Have you signed a contract for next school year already? Yes____ No____ If yes, with what district/school/org.? _____

Date available for employment ____/____/____

Are you willing to substitute if not under contract? Yes____ No____

DECLARATION

My signature below authorizes the Archdiocese of Omaha, which includes individual schools as well as the Catholic Schools Office, to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right to access to any such information or my liability with its release or use.

Furthermore, I certify that I have provided true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsification or misrepresentation made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or form my discharge should I become employed by the Archdiocese of Omaha..

Applicant's Signature _____ **Date** _____

The Archdiocese of Omaha is an equal opportunity affirmative action employer and does not unlawfully discriminate on the basis of race, national origin, color, sex or age. It is our intention that all applicants be given an equal opportunity and that selection decisions are based on job-related factors.