



Diocese of Springfield – Catholic Schools
Some values never change.

Post Office Box 1730, 65 Elliot Street, Springfield, MA 01102-1730

413-452-0840 / FAX: 413-452-0555

Personnel Application Form
Teacher / Counselor / Social Worker / Substitute

_____ Date

Name _____
Last First Middle other names by which you have been known

Present address _____
Number & Street City State Zip Code Apt #

Telephone _____ At present address until _____

Permanent address _____
(if different) Number & Street City State Zip Code Apt. #

Telephone (Home) _____ Telephone (Cell) _____ Social Security Number _____
(Optional)

E-mail Address _____

Are you eligible for employment in the United States? Yes No

Religion _____ Home Parish _____
Name City

POSITION(S) DESIRED:

Teacher of:
 PreK-3 4-6 7-8 9-12 Guidance/
 Social Work Full Time Part Time Substitute

Educational Certificate(s) Held				
State	Level	Subject Area	Certificate Number	Expiration Date

AVAILABLE FOR EMPLOYMENT IN:

Springfield Area: Chicopee Holyoke Longmeadow Ludlow Springfield Ware West Springfield Westfield

Berkshire Area: St. Stanislaus, Adams Pre-K - 8 St. Agnes, Dalton Pre-K - 8 St. Mary's, Lee Pre-K - 8 St. Mark, Pittsfield Pre-K - 8 St. Joseph Central High, Pittsfield 9 - 12

Please have copies of all college transcripts and the Parish Reference Form sent to the Schools Office to complete this application.
Include C.O.R.I. Request Form with application.

Educational and Professional Training							
	Name of Institution	Location		Dates Attended		Graduation Date	Degree
		City	State	From	To		
Elementary							XXXXXXXX
Secondary							XXXXXXXX
							XXXXXXXX
College/University (Undergraduate)							
College/University (Graduate)							

Teaching Experience								
List in chronological order all teaching experience (including student teaching). Place a check mark (✓) in the left margin to indicate student teaching.								
	Name of School	Location		Inclusive Dates		Grade/Subject Taught	Salary	Reason for Leaving
		City	State	From	To			

Volunteer/Work Experience Other Than Teaching						
List in chronological order all job experience other than teaching, whether full or part time.						
	Name and Address of Employer	Kind of Work	Inclusive Dates		Salary	Reason for Leaving
			From	To		

References			
Please list three individuals who are in a position to comment on your ability, character and work experience. Do not include family members.			
Name	Complete Address	Telephone	Relationship

Personal/Professional Competencies

Briefly note your career goals as they relate to education.

What contribution can you personally make to a Catholic school?

Briefly state your views on the value of Catholic education.

