



## **Diocese of Providence**

### **Catholic School Office**

One Cathedral Square  
Providence, Rhode Island 02903  
Tel: (401) 278-4550 • Fax: (401) 278-4596

### **Applying to Guest Teach or Substitute Teach in a Catholic School in the Diocese of Providence**

Guest Teachers may apply either through the Catholic School Office or, **for an advertised position**, directly to the school advertising the position.

The following documents are required to be considered for employment:

- Application (download form from CSO website)
- Signed *Employee Witness Statement* (download from CSO website)

Individual schools may request additional documents and references.

### **Process for Applying through the Catholic School Office**

The applicant downloads the above documents from the Catholic School Office website or requests the documents from the Catholic School Office.

The applicant sends his or her completed application and signed *Employee Witness Statement* to the Catholic School Office.

When the documents are received by the Catholic School Office, the applicant will be notified that his or her file is complete. The Catholic School Office adds the applicant to the computer file database of all candidates for guest teaching. The data may be referenced through the Catholic School Office by principals with open positions.

A principal interested in a particular applicant in the database will contact the applicant directly and arrange for an interview.

Employment applications will remain on file at the Catholic School Office for two years.

Periodically, the applicant may be asked to update his or her file regarding status of employment.

**Completing the application process is not a guarantee to anyone that he or she will be interviewed for a guest teaching position or will obtain a guest teaching position in the Catholic schools.**

NB: Any decision to hire an applicant depends on the successful completion of a Triple I security clearance protocol through the Office of the Attorney General. The principal must provide the applicant with the Triple I Offer of Employment Letter, the Office of Compliance Triple I Compliance Form to complete, and then the applicant emails these two documents along with a copy of their driver's license to [compliance@dioceseofprovidence.org](mailto:compliance@dioceseofprovidence.org). The Office of Compliance will complete the "Administrative Use" section of the Compliance Form and email it back to the applicant. The applicant will then take this form to the Attorney General's Office or local law enforcement office to complete the Triple I background check.

Welcome to the Catholic schools in the Diocese of Providence. We love our Guest Teachers!



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**Guest Teacher Application**

Name \_\_\_\_\_  
(First) (Middle Initial) (Last)

Address \_\_\_\_\_  
(Number and Street) (City/State) (Zip)

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_ Email \_\_\_\_\_

Eligible to work in the U.S. \_\_\_\_\_

Religion \_\_\_\_\_ Are you practicing: Yes  No

Are you willing to sign the Catholic Witness Statement required of all employees? Yes  No  Download form from CSO website and send with this application.

Please indicate the level(s) of the position for which you are applying: Elementary (PreK-5) \_\_\_\_\_ (Gr. 6-8) \_\_\_\_\_ Secondary (9-12) \_\_\_\_\_

Some schools may require professional educator's credential and certification for appropriate grades and subjects. Check required credentialing with the school's hiring agent.

Please check any certifications that you hold.

State \_\_\_\_\_ Type of Certificate \_\_\_\_\_ Level/Area(s) \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

State \_\_\_\_\_ Type of Certificate \_\_\_\_\_ Level/Area(s) \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Alternative Certification \_\_\_\_\_

Subjects/Grades Qualified to Teach: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Provide date you are available for a guest teaching. \_\_\_\_\_

Provide days of the week you are available. \_\_\_\_\_

**College and University Attended:**

Name of School/Location \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_ Graduated? Yes or No \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**LAST EDUCATIONAL WORK EXPERIENCE:** (Not required)

\_\_\_\_\_  
School/Organization \_\_\_\_\_ City/State \_\_\_\_\_ Position \_\_\_\_\_ Grade/Subject Taught \_\_\_\_\_ Principal's Name/Phone \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE OUTSIDE OF EDUCATION:** (Please list the most recent first)

| Employer | Position | Dates | Supervisor's Name/Phone |
|----------|----------|-------|-------------------------|
|          |          |       |                         |
|          |          |       |                         |

**REFERENCES:**

List three individuals the schools may contact. These may be professional or personal references.

| Name | Position | Address | Phone |
|------|----------|---------|-------|
|      |          |         |       |
|      |          |         |       |

**GEOGRAPHIC AREA TO WHICH YOU ARE WILLING TO TRAVEL:** (check as many as apply)

- Gr. Providence** (refers to Cranston, Johnston, Pawtucket, Providence)
- Northern or Blackstone Valley** (refers to Cumberland, Smithfield, Woonsocket)
- West Bay** (East Greenwich, Warwick, West Warwick)
- South County** (refers to Coventry, Wakefield)
- East Bay** (refers to Barrington, Bristol, East Providence, Middletown, Newport, Portsmouth)

**NOTICE**

In employment practices, Catholic schools within the Diocese of Providence do not discriminate on the basis of race, color, sex, national origin, ancestry, physical or mental disability or protected impairment, genetic information, or veteran/military status. The school and/or parish employer will make reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship will result.

In compliance with Rhode Island General Laws 16-2-18.1 – 16-2-18.2, as well as the policy of the Diocese of Providence, all individuals offered employment in a Catholic school in the Diocese of Providence will be required to successfully complete a state and national criminal background check (Triple I). The Triple I background check must be initiated within one week of receiving a conditional offer of employment. Triple I clearances are obtained by contacting the Office of Education and Compliance, 80 Saint Mary's Drive, Cranston, RI 02920, 401-941-0760. After contacting the Office of Education and Compliance individuals with conditional job offers will be directed to the Attorney General's Office or their local police department to obtain fingerprinting. If the criminal background check identifies the existence of any disqualifying information as defined by statute, the offer will be rendered null and void.

**Roman Catholic candidates for employment who have married outside the laws of the Church and whose marriages have not been regularized are ineligible for hire. Individuals baptized in the Roman Catholic Church who as adults knowingly and willingly have left the Church, for any reason, are ineligible for hire.**

Application documents are gathered for the exclusive use of the Catholic School Office of the Diocese of Providence and schools in the Diocese. Copies of this application and its supporting documents will be sent to any school in the Diocese that requests them for the purpose of considering the applicant for a position. Neither the application nor the supporting documents will be sent to anyone else, even at the applicant's request. Applications for teaching positions will be on file in the Catholic School Office for two years after they are received. It is strongly advised that candidates update their files annually with the Catholic School Office.

**The school is subject to the Rhode Island Workers' Compensation Act, R.I.G.L. § 28-29-1, et. seq to §28-38-1, et. seq.**

**AUTHORIZATION AND CERTIFICATION**

I authorize any school considering me for employment to investigate all statements contained in this application, to contact the references and employers listed, except where specifically indicated to the contrary, and I release all employers, schools and other references listed on this application from any liability involved in providing this information.

I certify that I have personally completed this application. I certify that all information furnished on this application is true, accurate and complete to the best of my knowledge and that any falsification, omission, or misrepresentation of information by me will be sufficient cause for rejection of my application and/or termination of my employment. I agree to immediately notify this School if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract between the School and me.

**Please sign and date this application form only after reviewing each section to ensure that all information and answers to questions are correct and complete.**

Signature \_\_\_\_\_

Date \_\_\_\_\_