



Boylan Catholic High School

4000 ST.FRANCIS DRIVE ❖ ROCKFORD, IL 61103

(815) 877 – 0531 ❖ Fax (815) 877 – 2544

<http://www.boylan.org> ❖ employment@boylan.org

GENERAL INFORMATION FOR APPLICANTS

Thank you for your interest in a position with Boylan Catholic High School. The following information will assist us in processing your application quickly and effectively.

I. APPLICATION

- A. Application forms are sent to all who request them. The issuance of an application does not imply that there is a vacancy or that the applicant is under consideration for immediate appointment.
- B. The application becomes the property of Boylan High School which reserves the right to accept or reject it. Submission of an application authorizes Boylan High School to contact the references listed on the application and to obtain any criminal history record or background information relevant to the application for employment.
- C. The application should be filled out accurately and completely. Please DO NOT indicate “*See Resume*” when filling out application.
- D. Your application will remain active for twelve months. A personal request is required if you wish to have your application extended for an additional six months.
- E. Confidential inquiry will be made of your listed references by the principal. If you do not wish your present employer contacted at this time, please indicate so. Your present employer will be contacted before employment.

II. EMPLOYMENT

The recruitment and selection process gives prominence to the unique Christian dimension of the Catholic educational program.

- A. Interviewing and Hiring:
After careful review and evaluation of the application materials, the Principal may request an interview.

B. Basis of Employment:

The employment of any person in any position shall depend solely upon his/her comparative fitness to serve the school. The date of filing applications, place of residence, race, sex, and the applicant's personal needs or interest are not considered as qualifications for, or as claim to, employment.

C. Release From Other Contracts:

It is a matter of integrity that all applicants must be free to accept employment with Boylan High School and that an honorable release from any previous employment contract is understood.

IV. PROFESSIONAL CREDENTIALS

A. All applicants must have a minimum Bachelor's Degree conferred by a college or university accredited by one of the six regional accreditation organizations recognized by the United States Department of Education.

B. All applicants must have a current Teacher's Certificate with endorsements in the subject area(s) for which application is being made.

V. ESSENTIAL QUALIFICATIONS - TEACHER

A. Duties and Responsibilities:

- Models Catholic values and morals.
- Works cooperatively with administrators, faculty, students and parents to form a Christian community in the school.
- Prepares lesson plans in assigned subject area and grade level in accordance with state and school guidelines.
- Recognizes the variety of student learning styles and facilitates learning by adapting instructional methods and teaching materials to student needs.
- Uses various assessments to measure student growth and follows the grading policies of the school.
- Assigns and monitors student activities to promote student learning.

- Supervises students within the school.
- Consistently enforces the school's discipline policies.
- Communicates regularly and effectively with parents regarding student progress.
- Maintains school records as required by school policy.
- Is knowledgeable of, follows and enforces school, and diocesan policies and state law regarding harassment, child abuse and mandated reporter status.
- Performs other work related duties as assigned.

B. Skills Required:

- High level thinking skills.
- Speaks and writes coherently, fluently and with correct grammar.
- Strong written, verbal presentation, and interpersonal skills.

Below are the forms for the teacher application that may be downloaded to print by your computer or, if you choose, you may complete the application on-line and print a copy to be mailed. Please complete the following check list and mail completed package to:

Principal, Boylan Catholic High School
 4000 St. Francis Dr.
 Rockford, IL 61103

Check List:

- _____ I have completed the Application Form.
- _____ I have included a copy of my transcripts.
- _____ I have requested a copy of my credential file be sent to Boylan.
- _____ I have included a copy of my resume.



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APPLICATION FOR PROFESSIONAL EMPLOYMENT

It is the policy of the Diocese of Rockford Catholic Schools pursuant to the Federal and State laws dealing with equal opportunity in employment not to discriminate in hiring on the basis of age, race, gender, disability or national origin.

PERSONAL DATA

<i>To remain active, application must be extended each six months by request.</i>		Date of Application		Date Available
LAST NAME	FIRST NAME	M. I.	MAIDEN	SOCIAL SECURITY#
CURRENT ADDRESS		PERMANENT ADDRESS (If Different)		
Address: _____		Address: _____		
City: _____ State: ____ Zip Code: _____		City: _____ State: ____ Zip Code: _____		
Home Phone (_____) _____		Home Phone (_____) _____		
Work Phone (_____) _____		Work Phone (_____) _____		
Cell Phone: (_____) _____		E-Mail: _____		
Religion: _____		Parish/Church: _____		City: _____ State _____

EDUCATION/TRAINING

<i>Begin with High School</i> High School, College or Univ.	Dates attended		Date of Graduation	Degree	Major	Minor
	From	To				

TEACHING CREDENTIALS

TYPE OF CREDENTIAL *(Check the box that applies or list all areas of certification)*

- Illinois Secondary Certificate: Expiration Date: _____
- Other Illinois Certification: **(Circle)** Provisional Administrative Special School Service Elementary
 List area (s) of Endorsement:
 (1) _____
 (2) _____
 (3) _____
- Valid Out of State Certificate: Issuing State _____ Expiration Date _____
- None; Anticipated Date of Receipt: _____
 Total Hours _____ of Professional Teacher Coursework _____

Please include a copy of your teaching certification (or a letter verifying that certification requirements have been met) and copies of any college transcripts with this application.

TEACHING EXPERIENCE

FROM		TO		<i>Please list all teaching positions beginning with the most recent or current employment. Use additional sheets if necessary.</i>		
Mo.	Yr.	Mo.	Yr.	Number of Years	Name and Mailing Address of School	Grades or Subjects Taught
Mo.	Yr.	Mo.	Yr.	Student Teaching	Name and Mailing Address of School	Grades or Subjects Taught
				N/A		
Total Number of Creditable Years						

EMPLOYMENT REFERENCES

<i>List names of at least three references, two professional (Including last employer) and one character reference.</i>		ADDRESS		
Full Name of Reference	Position	Street	City, State, Zip	Phone

OTHER WORK EXPERIENCE

FROM		TO		<i>Please list below all non-teaching positions held in the last ten years. Attach an addendum or resume if work history is extensive. Please list at least four positions, if applicable.</i>	
Mo.	Yr.	Mo.	Yr.	Name and Mailing Address of Employer	Positions or Nature of Work

EXTRACURRICULAR ACTIVITIES & HONORS

Please list any activities or sports, which you are able to direct or coach successfully at the high school level.

- (1) _____
- (2) _____
- (3) _____

Please list any college activities engaged in and any honors received (professional activities, interest, organizations, extent of participation):

- (1) _____
- (2) _____
- (3) _____

Please list any community activities, organizations or clubs:

- (1) _____
- (2) _____
- (3) _____

In a brief, HANDWRITTEN statement, tell why you are seeking a position in a Catholic school.

REQUEST FOR BACKGROUND INFORMATION

	YES	NO
1. Have you ever been the subject of allegations related to misconduct with children? If yes, please explain: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been released or have ever resigned from any educational position or school related employment because of misconduct or unsatisfactory service?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever resigned from an educational position while under investigation for misconduct or unsatisfactory service?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever failed to complete a contract for professional service in any educational position?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever had a teaching license revoked or suspended?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever been denied a teaching license for which you applied?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever surrendered a teaching license before its expiration date?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever been disciplined by a state agency responsible for licensure of educators?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you ever been convicted of a felony, misdemeanor or major traffic violation (driving under the influence of intoxicants; reckless driving; fleeing or attempting to elude a police officer; driving while license is suspended or revoked or beyond license restriction; or failure to perform the duties of a driver or witness at an accident)? If you answer yes, a certified true copy of the court record must accompany this application, if not previously submitted.	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you ever been arrested for any offense (other than a minor traffic violation) which is still pending in the courts?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you ever pled <i>nolo contendere</i> relative to any charge of misdemeanor, felony, or major traffic violation?	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION AND AUTHORIZATION

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Diocese of Rockford to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by the law the Diocese (including its churches, schools, and other entities), its employees, any individual or agency obtaining information for the Diocese, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misrepresentation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I'm hired, my dismissal from employment.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. If I am hired, I agree to conform to the rules and standards of the Diocese, including those of the location for which I am hired.

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

Applicant

Date