

Teacher Applicants

Thank you for considering a teaching career in the Catholic Schools. This Educational Ministry of the Diocese of Evansville is significant, with 24 elementary and four secondary schools, enrolling almost 8,000 students in the diocese. The schools seek teachers with an extra measure of dedication to a philosophy and tradition of excellence in education based on Christian values and faith in God.

As a Catholic teacher, you are a role model of the teachings of the Catholic Church and are expected in your words and actions to be an example to the students, including evidencing your faith by being a practicing Catholic. Catholic teachers who renounce by their word or acts the teachings of the Catholic Church (including, for example, becoming a member of another church or by being a lapsed Catholic) will be subject to termination for cause or non-renewal of contract for the next school year.

Our schools operate as an independent network rather than a system. Although employment decisions are made at the local level, the Catholic Schools Office maintains a master file of applicants available to the principals. Principals will contact you directly for an interview. Please complete this packet carefully by:

1. Completing all sections of the **Application Form**;
2. Enclosing a copy of your **current teaching license**;
3. Enclosing a copy of your **resume**;
4. Sending the **two personal** and **two professional reference forms** to the references listed on your application and **instructing them to mail the forms to this office directly**;
5. Enclosing an official copy of your **college transcript**. If only a partial transcript can be submitted at this time, a complete transcript showing degree awarded must be submitted to this office before you assume teaching duties;
6. Completing the form **Authorization for Sex Offender Registry Check**; and completing the **Policy on Background Checks** form.
7. Enclosing a copy of an **Expanded Criminal History Check**.

Please direct all application materials to the **Catholic Schools Office, Diocese of Evansville, PO Box 4169, Evansville IN 47724-0169**.

Applicants will only be considered after submitting completed application materials to the Catholic Schools Office as indicated above. References and transcripts received in this office prior to receiving your application and license information will be kept for six months, and then destroyed. Please notify us if you accept another position or if you no longer wish to be considered a candidate. Your application will be kept on file for one year, unless you annually request that it remain active.

Again, thank you for your interest in working in the Catholic schools in the Diocese of Evansville. We are proud of our schools and are always pleased to hear from a teacher who is interested in taking a position in one of them.