



# Catholic Diocese of Sioux City

## Application for Education Employment / Administration

Date of Application: _____	Position for which you are applying: _____
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Are you currently under contract for next year? ☐ Yes ☐ No If yes, where? \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
Street Apt #

City State Zip E-mail: \_\_\_\_\_

In what subject areas are you qualified to teach? Please list below:

_____	_____
_____	_____

Do you have an ESL endorsement? ☐ Yes ☐ No

Bilingual endorsement? ☐ Yes ☐ No

If "yes" to either question, which language(s)? \_\_\_\_\_

Sport or Student Activity you would feel qualified to coach or sponsor? \_\_\_\_\_

### Education

	Name of School	City & State	Major/Minor	Yrs Attended	Degree?
Secondary Education					
College / University					
College / University					
Additional Training?					

### Licensing / Certificates

Do you have an Iowa teaching certificate / endorsement?

☐ Yes (Iowa folder #: \_\_\_\_\_) ☐ No

If "no", have you applied for an Iowa teaching certificate / endorsement? ☐ Yes ☐ No

Additional Certificates / Licenses held or applied for:

Type	State	Expiration Date

Have you ever been denied a teacher's/administrator's certificate/license or had your teacher's/administrator's certificate suspended or revoked? ☐ Yes ☐ No If "yes", what action was taken? ☐ Denied ☐ Suspended ☐ Revoked

Which State(s)? \_\_\_\_\_ Please explain: \_\_\_\_\_

## Employment or Volunteer Experience

Please complete this section even if a resume is being submitted

1	Current or most recent employer:	Telephone:
	Address:	Start date (month & year):
	Supervisor's name & Title:	End date (month & year):
	Describe your work:	Position title:
		Ending salary:
Reason for leaving:	May we contact this employer? Yes or No	
2	Former employer	Telephone:
	Address:	Start date (month & year):
	Supervisor's name & Title:	End date (month & year):
	Describe your work:	Position title:
		Ending salary:
Reason for leaving:	May we contact this employer? Yes or No	
3	Former employer	Telephone:
	Address:	Start date (month & year):
	Supervisor's name & Title:	End date (month & year):
	Describe your work:	Position title:
		Ending salary:
Reason for leaving:	May we contact this employer? Yes or No	

Please explain any gaps in your employment history: \_\_\_\_\_

Have you ever been terminated or asked to resign from a job? ☐ Yes ☐ No Please explain: \_\_\_\_\_

Educational honors, extra-curricular activities, professional societies or other information that you believe is related to your ability to perform the job for which you are applying: \_\_\_\_\_

If hired, can you provide documentation of your legal right to work in the United States: ☐ Yes ☐ No

Have you been employed previously with a school operated by the Diocese of Sioux City? ☐ Yes ☐ No

If so, when & in what position? \_\_\_\_\_

Do you have any relatives or friends working at this school: ☐ Yes ☐ No If yes, please name: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor offense (exclude traffic violations)? ☐ Yes ☐ No

If yes, please explain the circumstances: \_\_\_\_\_

*Conviction does not automatically disqualify an applicant for a particular job. The type and seriousness of the crime, the frequency of the violation, the applicant's age at the time of conviction, the date of the conviction or time elapsed since the conviction or completion of any jail sentence, and the applicant's entire work and educational history, as well as work references and recommendations, will be considered. It is the policy of the Diocese of Sioux City to conduct a criminal background check, including a check of sex offender registries, on all employees prior to employment.*

Military Experience: Branch \_\_\_\_\_ Rank \_\_\_\_\_ Years of Service \_\_\_\_\_

## Professional References

Please list 3 who have knowledge of your teaching/professional experiences.

Name		Title	Employer / City	Daytime phone
First	Last			

## Applicant's Statement:

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including a criminal background check.

The Diocese of Sioux City is in compliance with the laws of the state of Iowa with regard to "employment at will". I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct, unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application, resume and/or interview(s) may result in discharge. In addition, I understand that this employer is an entity owned and operated by the Roman Catholic Diocese of Sioux City. Given that the Diocese is a religious organization whose mission is the promulgation of Catholic teachings and ideals, I agree, if hired, to be respectful of the Catholic Church and its teachings and to comply with the moral standards of the Roman Catholic Church.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

# Kuemper Catholic School System

116 South East Street, Carroll, Iowa 51401 • 712-792-3313 • Fax 712-792-8073 • [www.kuemper.org](http://www.kuemper.org)

## Kuemper Employee Referral Form

This form is to be completed by applicant

Date of Job Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
First Middle Initial Last

Position(s) applying for: \_\_\_\_\_  
\_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Referred By (if applicable): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed form with application to Kuemper Business Office.**

*Business Office Use*

**Holy Spirit Center**  
Grades Preschool - 3  
712-792-3610  
712-792-8072 (fax)

**St. Angela Center**  
Grades 7-8  
712-792-8071  
712-792-8073 (fax)



**St. Lawrence Center**  
Grades 4-6  
712-792-2123  
712-792-3365 (fax)

**Kuemper High School**  
Grades 9-12  
712-792-3596  
712-792-8070 (fax)