



290 South Arlington Ave., Suite 200; Reno, Nevada 89501 TEL (775) 326-9430

**SUBSTITUTE TEACHER/TEACHER AIDE APPLICATION**  
**Please print clearly in dark ink or type.**

Dear Applicant,

Please complete the entire application. The information requested is for bonafide occupational qualifications and/or is necessary to complete a security clearance. A resume is requested. Your resume, however, cannot be substituted for any information requested. All substitutes/teacher aides in the Diocese of Reno must have completed the training for Protecting God's Children and submitted fingerprints for processing to the Diocese BEFORE beginning to work.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Other Names Used \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent or Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Present Position or Status \_\_\_\_\_ Religion \_\_\_\_\_  
 If Catholic, please list your parish \_\_\_\_\_

Are you currently licensed by the Nevada State Board of Education for substitute teaching  YES  NO

Are you a licensed teacher? \_\_\_\_\_. If yes, in what state(s) do you hold a license \_\_\_\_\_

What grade level/content areas are covered by your license? \_\_\_\_\_

Have you completed Protecting God's Children and submitted fingerprints to the Diocese for processing? \_\_\_\_\_  
 If no, are you willing to fulfill these requirements? \_\_\_\_\_

In completing this section, please list the grades and/or subjects where you are willing to serve as a substitute/teacher aide.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please check the schools where you are interested in serving as a substitute

- \_\_\_\_\_ Bishop Manogue Catholic High School (Grades 9-12)
- \_\_\_\_\_ Little Flower School (Grades K-8)
- \_\_\_\_\_ Our Lady of the Snows School (Grades K-8)
- \_\_\_\_\_ St. Albert the Great School (Grades K-8)
- \_\_\_\_\_ All of the above
  
- \_\_\_\_\_ St. Teresa of Avila School, Carson City (Grades pre- K-8)

## EDUCATION AND TRAINING

Please list most current graduate/undergraduate work first. Transcripts may be required. Quarter hours x 2/3 = semester hours.

Circle highest grade completed: 7 8 9 10 11 12 / 13 14 15 16 / 17 18 19 20 \_\_\_\_\_ Specify diploma/degree  
 Elementary/High School (Indicate name and location of last school attended) \_\_\_\_\_ Did you graduate?  YES  NO  
 High school equivalent: successful completion of  GED  USAF  Other \_\_\_\_\_  
 College, University, Professional or Technical School (List all undergraduate and graduate work. Please provide official transcripts verifying credits and degrees.)

Degree Received	Date	Major	Minor	Institution	Location	Dates (month and year)		No. of Credits	
						From	To	Qtr.	Sem.

## EMPLOYMENT/TEACHING/ MILITARY EXPERIENCE

Please account for your LAST 10 YEARS of employment. Include all teaching experience even if it was not in the past ten years. Please use additional page if needed.

Employer _____ Address, city, state, zip _____ Type of work/title _____ Major responsibilities _____ _____ _____	Supervisor's name and title _____ Supervisor's phone number _____ <b>Length of experience:</b> Employed from month/year _____ To month/year _____ TOTAL, years/months _____
---	--

Employer _____ Address, city, state, zip _____ Type of work/title _____ Major responsibilities _____ _____ _____	Supervisor's name and title _____ Supervisor's phone number _____ <b>Length of experience:</b> Employed from month/year _____ To month/year _____ TOTAL, years/months _____
---	--

Employer _____ Address, city, state, zip _____ Type of work/title _____ Major responsibilities and % of time spent on each responsibility _____ _____ _____	Supervisor's name and title _____ Supervisor's phone number _____ <b>Length of experience:</b> Employed from month/year _____ To month/year _____ TOTAL, years/months _____
--	--

Employer _____ Address, city, state, zip _____ Type of work/title _____ Major responsibilities _____ _____ _____	Supervisor's name and title _____ Supervisor's phone number _____ <b>Length of experience:</b> Employed from month/year _____ To month/year _____ TOTAL, years/months _____
---	--

**REFERENCES**

A resume may not replace this section. Please list four references (do not include relatives or neighbors) who are familiar with your work experience, character, education and general abilities. At least two of these must be current or previous supervisors (please asterisk\*).

(1) Name	Title	Phone ( )
Address, city, state, zip		
(2) Name	Title	Phone ( )
Address, city, state, zip		
(3) Name	Title	Phone ( )
Address, city, state, zip		
(4) Name	Title	Phone ( )
Address, city, state, zip		

**ARRESTS/CONVICTIONS**

In answering the following questions, be advised that if you are offered substitute positions in any of the schools in the Diocese of Reno, a set of your fingerprints will be taken and will be forwarded to the Federal Bureau of Investigation (FBI) for processing. The Diocese will then receive a report from the FBI which will contain a complete listing of any arrest and/or conviction that is on your FBI criminal history file. It is essential, therefore, that you answer each question with complete honesty. If you are unsure about a past event, you should list it. Please note that a "yes" answer to these questions may not necessarily disqualify you from consideration for employment. The Diocese will consider the nature and date of the conviction, your intervening conduct, and the relationship between the conviction and the position for which you are applying.

Have you ever been CONVICTED of any criminal offense other than a minor traffic violation (this includes, but is not limited to a felony, gross misdemeanor, misdemeanor, DUI, etc.)? Conviction means the final judgment of a verdict or a finding of guilty, plea of guilty, or a plea of nolo contendere in any court, regardless of whether an appeal is pending or could be taken.

YES (please initial) \_\_\_\_\_  NO (please initial) \_\_\_\_\_

Do you have any outstanding arrests for which you are awaiting trial or for which a final judicial determination has not been made?

YES (please initial) \_\_\_\_\_  NO (please initial) \_\_\_\_\_

If YES to EITHER of the above questions, you must request a **CONVICTION INFORMATION** form from the Department of Catholic Schools, complete the form accurately and completely, and include it with this application.

Have you every had any credential or driver's license suspended or revoked?

YES (please initial) \_\_\_\_\_  NO (please initial) \_\_\_\_\_

If yes, please explain and include applicable dates: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Applicant's Name (please print)

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

\_\_\_\_\_  
 Date

## PREVIOUS RESIGNATION/DISMISSAL INFORMATION

If you have been dismissed, terminated, asked to resign, or asked to resign in lieu of discipline by a previous (or current) employer, or if you are under investigation by your current employer for possible disciplinary action, a full and complete explanation must be addressed to the attention of the school principal or the Superintendent of Catholic Schools, Diocese of Reno. Please place your written explanation in a sealed envelope and attach it to your application.

## PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION.

I hereby certify that all information provided by me on this employment application and all other information provided by me in the course of applying for employment with the Diocese of Reno Department of Catholic Schools is truthful, accurate, and complete. I understand that if any information provided to me on this employment application or any other information provided by me in the course of applying for employment with the Diocese of Reno is found to be false, untruthful, misleading, or incomplete that such will be cause for immediate rejection of my application for employment. I further understand that if I am hired as an employee in the Diocese of Reno and at any time thereafter it is discovered that any information provided by me on this employment application or any other information provided by me in the course of applying for employment with the Diocese of Reno Department of Catholic Schools is found to be false, untruthful, misleading, or incomplete shall be sufficient cause for disqualification or dismissal from employment.

I hereby authorize the Diocese of Reno to obtain information relating to my current and previous employment, education, criminal or personal history records. I agree to release the Diocese of Reno, its employees, representatives, and agents from any and all liability claims or damages for the obtaining and use of information obtained from these sources or developed as a result of contacting these sources.

I hereby authorize any and all organizations, including but not limited to my current or previous employers, educational institutions, etc., their employees, representatives, and agents to provide any and all information regarding my employment or education to the Diocese of Reno, its employees, representatives, and agents from any and all liability claims or damages that may directly or indirectly result from the use, disclosure, release or omission of any such information by and person or party, whether such information is favorable or unfavorable to me. A photocopy of this release will be valid as an original even though the photocopy does not contain an original writing of my signature.

I hereby certify that I have read and understand the above.

\_\_\_\_\_  
Applicant's Name (please print)

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

\_\_\_\_\_  
Date