



**Diocese of Evansville  
Catholic Schools Office  
4200 N. Kentucky Avenue  
P.O. Box 4169  
Evansville, IN 47724  
(812) 424-5536  
[www.evdio.org](http://www.evdio.org)**

FOR OFFICE USE ONLY	
APPLICATION	_____
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Employ Screen Policy	_____
Best Practices	_____
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CPI Index IN	_____
CPI INDEX OTHER	_____
LICENSE/PERMIT	_____
TRANSCRIPTS	_____
RESUME	_____
Pers REFERENCE	_____
Prof REFERENCE	_____

**Substitute Teacher Application**

**STATEMENT OF POLICIES**

*Please read carefully:*

The Catholic Diocese of Evansville is an equal opportunity employer and does not discriminate or deny services on the basis of race, color, national origin, sex, disability, or age.

Because of their participation in teaching the religious precepts of the Catholic Church and duty to serve as role models for their students, teachers in the schools of the Catholic Diocese of Evansville are required to maintain a lifestyle, including marital status, in harmony with the teachings of the faith of the Catholic Church. For example, if an applicant for a teaching position is living in a marriage that is not recognized as valid according to the law of the Church, that applicant will not be hired before the prior marriage has been declared null or dissolved so that the present marriage can be validated in accord with Church law. These provisions also apply to one's present spouse. If a teacher already employed by the Diocese attempts a marriage or enters a lifestyle that cannot be recognized as valid according to Church law, he or she will be terminated. Teachers are expected by their actions to be a Catholic example to students including demonstrating their faith as practicing Catholics (which includes regular Catholic Church attendance). Catholic teachers, who renounce by their word or acts the teachings of the Catholic Church (including, for example, becoming a member of another church) will be subject to termination for cause or non-renewal of contract for the next school year.

The requirement that a teacher's marital status be in harmony with the teaching and faith of the Church applies to non-Catholics as well as Catholics. The Church recognizes a first marriage of two persons who are not Catholic and the presumption of validity applies to the first marriage until the contrary is proven. The prior valid bond is a natural law impediment and would render a subsequent marriage invalid according to the law of the Catholic Church.

Email Address \_\_\_\_\_ Social Security # \_\_\_\_\_

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

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Is there any reason you cannot perform any and all job-related tasks? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please describe and attach.)

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please describe and attach.)

Indiana Teacher's License # OR Indiana Substitute Teacher's Permit #	Issue Date	Expiration Date

Grade levels you are interested in teaching: Primary \_\_\_\_\_ Intermediate \_\_\_\_\_ Junior High \_\_\_\_\_ Senior \_\_\_\_\_

Subjects you want to teach: All \_\_\_\_\_ OR only the following \_\_\_\_\_

If you only want to work at certain schools, list those here: \_\_\_\_\_

Check locations where you want to work:    Evansville East \_\_\_\_\_ Haubstadt \_\_\_\_\_ Newburgh \_\_\_\_\_ Vincennes \_\_\_\_\_  
Evansville West \_\_\_\_\_ Jasper \_\_\_\_\_ Princeton \_\_\_\_\_ Wadesville \_\_\_\_\_  
Fort Branch \_\_\_\_\_ Mt. Vernon \_\_\_\_\_ Rockport \_\_\_\_\_ Washington \_\_\_\_\_

Days you are available to work:    Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

**EXPERIENCE**

*Please list any education-related experiences first (i.e. classroom aide, day care, camp counselor, lifeguard, church youth work, private music instructor, etc.)*

▶     Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Telephone \_\_\_\_\_  
Position/Duties \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

▶     Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Telephone \_\_\_\_\_  
Position/Duties \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

*Please list any other employment experience:*

▶     Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Telephone \_\_\_\_\_  
Position/Duties \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

▶     Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Telephone \_\_\_\_\_  
Position/Duties \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

▶ Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Telephone \_\_\_\_\_  
 Position/Duties \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

▶ Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Telephone \_\_\_\_\_  
 Position/Duties \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

▶ Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Telephone \_\_\_\_\_  
 Position/Duties \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

**REFERENCES**

*Please list two references who can speak informatively of your general ability for the work you wish to do.*

▶ Name \_\_\_\_\_ Email \_\_\_\_\_  
 ▶ Name \_\_\_\_\_ Email \_\_\_\_\_

**CERTIFICATION AND WAIVER BY APPLICANT**

*I hereby authorize the Catholic Diocese of Evansville to obtain from my previous and present employer(s) all data to support this application. I further agree to hold harmless the Catholic Diocese of Evansville and such employers with regard to their actions in obtaining, providing, and using such information. Any misrepresentation or omission of a fact in this application will subject me to disqualification or termination from employment.*

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

*Substitute teachers are called on an as-needed basis by the individual schools. Pay also varies at each location, and I-9 and W-4 forms will need to be completed at each employing school. Please let us know when you want to have your name removed from the substitute teacher list, and keep us informed of any address or telephone changes.*