



DIOCESE OF ORANGE

DEPARTMENT OF CATHOLIC SCHOOLS

13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

TEACHER EMPLOYMENT APPLICATION GUIDELINES

These are the guidelines to formally apply for an **elementary** school teaching position (Preschool through 8th grade, full-time, part-time and substitute teachers). All application documents must be submitted via email (**in Word or .pdf only**) to Nanci De la Rosa-Ricco (nricco@rcbo.org). **PLEASE DO NOT SEND APPLICATION DOCUMENTS DIRECTLY TO THE SCHOOL. Applications are approved and kept on file in the Department of Catholic Schools.**

RESUME & COVER LETTER: What position are you applying for and what will you bring to that position? If you are seeking a specific position at a school please reference that as well.

APPLICATION: Complete the Teacher Employment Application and **do not forget to include your responses to the highlighted questions on Page 3 of the application.**

TRANSCRIPTS: Copies of official transcripts will be accepted for the application file. We do not accept documents marked as unofficial. If you have opened, official transcripts, you may scan them and email them along with the application to expedite the approval process. Most universities now have the capability to submit official transcripts electronically. This is a very efficient way to provide your transcripts. If you are offered a contract you will have to provide the sealed official transcripts for your personnel file.

CREDENTIAL: Include a copy of the page from the CTC website (<https://www.ctc.ca.gov/>) confirming the status of your credential. If you do not have a credential, please note in your cover letter.

REFERENCES: Forward the Teacher Employment Reference to the individuals who will be completing them on your behalf. We require three references; two professional references from individuals who can give an assessment of your teaching abilities and one character reference (preferably from your pastor) to attest to your Catholic Identity. **Each individual is to complete the form and email it back to our office directly. References forwarded by applicants will **not** be included in the application file.** References may, if they wish, include a reference letter with the completed form. **We do not accept letters of reference in lieu of the completed form.**

When the application file is complete it will be reviewed and, if approved, it will be forwarded to the principal of the school for which you are applying and may be made available to ALL the elementary school principals to consider for their open positions.

If you have any questions or want an update on the status of your application file, please send an email to Nanci De la Rosa-Ricco(nricco@rcbo.org).

In order to process applications as efficiently as possible, we ask that applicants email any questions regarding the application process to nricco@rcbo.org.