

# RAPID CITY CATHOLIC SCHOOL SYSTEM

300 Fairmont Blvd • Phone: (605)343-8484 • Fax: (605)343-1315  
www.rccss.net

*An Equal Opportunity Employer*

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## **APPLICATION FOR CERTIFIED EMPLOYMENT**

(Incomplete applications will not be considered.)

Please Type Clearly

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Last) (First) (Middle)

**Present Address** \_\_\_\_\_  
(City) (State) (Zip)

**Phone** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
(Daytime) (Evening)

**E-mail Address** \_\_\_\_\_

**Religious Preference** \_\_\_\_\_ **Religious Order (if applicable)** \_\_\_\_\_

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### **FOR POSITION OF**

Teacher \_\_\_\_\_  
(Indicate grade level(s), subjects, or other specialization in order of preference. Please be specific)

Other \_\_\_\_\_

**Please indicate in which school you are seeking employment:**

- St. Thomas More High School  St. Elizabeth Seton Elementary/Middle School

### **Thank you for expressing an interest in the Rapid City Catholic School System**

**IMPORTANT NOTE:** Before final consideration for employment, the candidate must have on file, with this application, a copy of teaching certification, a complete set of transcripts, credentials or three letters of recommendation, and a letter of application including resume. It is the candidate's responsibility that all of these materials are provided. All candidates must qualify for South Dakota Teacher Certification/License prior to employment.

The Rapid City Catholic School System does not discriminate in its employment policies, or in its educational programs, on the basis of race, color, creed, age, gender, citizenship, disability, national origin, or ancestry.

**EDUCATION AND TRAINING** ("See Resume" is not sufficient)

Please List the Name & Address of Each School Attended	Subjects or Courses Studied	Type of Diploma or Degree Earned	Grad. Yes/No	Total Years Attended
High School				
Technical School				
College/University Work				
Graduate Work				
Other				

Highest Degree Earned: \_\_\_\_\_ Graduate semester hours earned **beyond** highest degree: \_\_\_\_\_

Undergraduate Major: \_\_\_\_\_ Undergraduate Minor: \_\_\_\_\_

Graduate Degree(s) in: \_\_\_\_\_

College Activities in which you participated: \_\_\_\_\_

**STUDENT TEACHING EXPERIENCE** (List only if no other applicable experience.)

Name of School	Location (City and State)	Grades or Subjects Taught	Dates	Cooperating Teacher

**CERTIFICATION/LICENSE**

Do you have South Dakota Teacher Certification?  Yes  No If "No," have you applied?  Yes  No  
Please attach a copy of all certificates held, and summarize below.

CERT. NUMBER	SUBJECT OR GRADE LEVEL(S)	STATE ISSUED	EXP. DATE

Please list all South Dakota Co-Curricular (coaching) endorsements you currently hold:

\_\_\_\_\_

*The Mission of the Rapid City Catholic School System is:  
"Developing personal and academic excellence in the Catholic tradition."*

## EMPLOYMENT RECORD

In chronological order, beginning with your most recent or present employer, please list your employment experience. Include any job-related military service assignments and volunteer activities.

Present or Last Employer Name		Dates Employed		Describe Duties, Including Co-Curricular
Address		From:	To:	
Telephone Number(s)		Length of Employment:		
Job Title:	Supervisor:	Hourly Wage/Salary		
		Start:	End:	
Reason for Leaving:				
Second Previous Employer Name		Dates Employed		Describe Duties, Including Co-Curricular
Address		From:	To:	
Telephone Number(s)		Length of Employment:		
Job Title:	Supervisor:	Hourly Rate/Salary		
		Start:	End:	
Reason for Leaving:				
Third Previous Employer Name		Dates Employed		Describe Duties, Including Co-Curricular
Address		From:	To:	
Telephone Number(s)		Length of Employment:		
Job Title:	Supervisor:	Hourly Rate/Salary		
		Start:	End:	
Reason for Leaving:				
Fourth Previous Employer Name		Dates Employed		Describe Duties, Including Co-Curricular
Address		From:	To:	
Telephone Number(s)		Length of Employment:		
Job Title:	Supervisor:	Hourly Rate/Salary		
		Start:	End:	
Reason for Leaving:				

## REFERENCES:

(These should be persons familiar with your **professional work**. Include superintendents and principals who supervised you.)

1. \_\_\_\_\_  
Name Title Address Telephone number(s)
2. \_\_\_\_\_  
Name Title Address Telephone number(s)
3. \_\_\_\_\_  
Name Title Address Telephone number(s)

May we contact the employers and references listed on this application?  Yes  No If "No," please indicate by name which ones you do not wish for us to contact. \_\_\_\_\_

1. Check employment you will accept:  Permanent  Temporary  Full-time  Part-time
2. Have you ever been dismissed, been asked to resign from a position, or failed to be renewed during/after completing a probationary period?  No  Yes – explain\_\_\_\_\_
3. Are you currently under contract with another school district or educational institution?  
 Yes  No If “Yes,” where?\_\_\_\_\_

**Please respond to the following questions:**

1. Catholic school budgets are such that teacher salaries are generally lower than their public school counterparts. Knowing this, what are your reasons for applying to teach in our Catholic School system?
2. How would you see yourself fitting into a Catholic School setting? What would you contribute?
3. Please utilize the space below to handwrite your philosophy of education.

**IMPORTANT APPLICANT INFORMATION**

Your application will be placed in our “Active Applicants” file. Interviews will be scheduled with qualified applicants. Applications will be kept on file for one year from the application date, unless renewed at the written request of the applicant. All applicants appointed to teaching positions must pass a health examination, background investigation including criminal record and contacting former employers, and verification of your ability to legally accept employment in the United States before an appointment can be effective.

1. Are you able to perform the essential tasks of the job for which you are applying?  No  Yes
2. Have you ever been convicted (including suspended imposition of sentence) or entered a plea of nolo contendere or "no contest" for any offense other than a minor traffic violation? (DUI & DWI convictions are not minor and must be reported.)  No  Yes

**If you responded "Yes" to any of the questions #2 above, please attach a detailed explanation.**

I understand any false statements or misrepresentation of facts are grounds for dismissal or removal of consideration for employment. I hereby certify that the information in this application is true and correct to the best of my knowledge and belief. I waive the right to hold liable those persons whose names appear on the application form. I authorize this organization, or its designated representative, to request and obtain any information in writing or orally from my previous employers and references; and I consent to the disclosure of any and all such information and release this organization and its employees, as well as my previous employers and references, from any claims or causes of action, damages, costs and expenses including attorney fees, including but not limited to, defamation of character, slander, libel, or invasion of privacy, which might arise from responding to a reference inquiry. I understand that any offer of employment is contingent upon acceptable results of a background check, including a test for the presence of alcohol or drugs.

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

\_\_\_\_\_  
**Date**

For Office Use Only:

<input type="checkbox"/> Transcripts	<input type="checkbox"/> Teacher Certificate	<input type="checkbox"/> Credentials/References	<input type="checkbox"/> New Employee Info Sheet
<input type="checkbox"/> Employee Physical Form Complete	<input type="checkbox"/> Fingerprinting Complete	<input type="checkbox"/> Background Check Received	
<input type="checkbox"/> I-9 Form Complete	<input type="checkbox"/> W-4 Complete	<input type="checkbox"/> Copy of Driver's License & SS Card	