



Our Lady of the Valley Catholic School

"Where Faith & Knowledge Grow"

1201 Bogard Road, Wasilla, AK 99654

(907) 376-0883 Olvwasilla.com

ksmith@valleycatholicschool.org

Dear Applicant:

We welcome and thank you for your interest in a position at Our Lady of the Valley Catholic School. Attached is the application form. Please complete and return it to the above address.

To complete your application, please send a copy of your Alaska State Teaching Certificate if applicable.

All are required to complete the Safe & Sacred Environment Training prior to employment. Safe and Sacred is a free training on protecting children from abuse. Registration is available by going to the following: www.safeandsacred-anchorage.org. A background check is required at no cost. A code of conduct policy is attached and will need to be signed as well.

Your application will be kept active for one hiring year. Please contact the OLV office and submit a current certificate if you would like your application reactivated for the following hiring year.

Sincerely in Christ,

Joyce Lund
Principal



Date: _____

POSITION: Full-Time Preschool teacher

GENERAL INFORMATION:

Name _____
 Last First Middle

Social Security # _____ - _____ - _____ E-mail Address: _____

Mailing Address: _____
 Street City State Zip

Telephone: _____ Cell Phone: _____

Date available for employment: _____ Time of day you prefer to be contacted: _____

Are you currently teaching/substitute teaching? Yes No If yes, where: _____

Please check Church affiliation: Catholic Other

Name of Church where you are currently registered: _____

Location: _____ Pastor: _____

Phone: _____

PERSONAL INFORMATION:

1. Is there any reason you cannot perform the essential functions of the job for which you are applying? No Yes
2. Have you ever been convicted of a crime other than a minor traffic offense? No Yes
3. Explain any "yes" answer:
4. Do you have the legal right to work in the U.S.? No Yes

EDUCATIONAL BACKGROUND & CERTIFICATE INFORMATION:

| Name & Address of School | Dates Attended From/To | Degree/Diploma | Major | Minor |
|--------------------------|------------------------|----------------|-------|-------|
| Grade School: | | N/A | N/A | N/A |
| High School: | | | N/A | N/A |
| College: | | | | |
| Graduate School: | | | | |

Do you hold a valid Alaska teaching certificate? No Yes
 Endorsement _____ Expiration Date _____
 (Elem., Sec., Adm., etc...) MM/DD/YYYY



Background:

- Have you ever, for any reason, been suspended, dismissed or asked to resign a position? No Yes
- Have you ever had a teaching certificate denied, suspended or revoked? No Yes
- Have you ever been dismissed from any position for immoral or unprofessional conduct? No Yes

Total years of full-time teaching experience if applicable: Elementary: _____ Secondary: _____

If you haven't yet completed undergraduate studies, indicate pending date for receipt of your Bachelor's degree: _____

Have you ever been employed by the Archdiocese of Anchorage: Yes No If so, when/where? _____

WORK EXPERIENCE:

| Dates Employed | Name of School City & State | Phone # | Assignment |
|----------------|-----------------------------|---------|------------|
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REFERENCES: Please note that telephone numbers must be listed on all references. Please list persons with whom you have worked with in a professional setting. At least one must have been your direct supervisor.

| Name | Address; city state zip | Phone | Position |
|------|-------------------------|-------|----------|
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ARCHDIOCESAN CODE OF CONDUCT

Children and vulnerable adults among us are the most important gifts God has entrusted to us. I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services within the Archdiocese of Anchorage.

I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with a minor at church and school activities
- Use positive reinforcement rather than criticism, competition, or comparison when working with minors.
- Refuse to accept expensive gifts from anyone I am ministering to or from their families without prior written approval from the pastor or administrator.
- Refrain from giving gifts to anyone I am ministering to or to their families without prior written approval from the parents or guardian and the pastor or administrator.
- If a vulnerable person discloses information to me, as an Archdiocesan Personnel, I will follow the reporting guidelines set for the in the Sexual Misconduct Policy of the Archdiocese of Anchorage. If I am a volunteer, I understand that I am not mandated to make the report and understand that the supervisor is expected to report this information about abuse.
- Cooperate fully in any investigation of abuse of minors

I will not:

- Smoke or use tobacco products in the presence of minors.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to minors (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap minors.
- Humiliate, ridicule, threaten, or degrade minors.
- Touch a minor in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates minors.
- Use profanity in the presence of minors.

ACKNOWLEDGEMENT

Code of Conduct/Sexual Misconduct Policy

I understand that as a priest, deacon, pastoral administrator, staff or volunteer working with vulnerable adults, children and/or youth, I am subject to a thorough background check including criminal history. I also understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in removal from ministry within the Archdiocese of Anchorage. I know too that I am responsible for reading and following the Sexual Misconduct Policy of the Archdiocese of Anchorage (2008 revision).

Printed Name

Date

Signature

Parish