

**Office of Catholic Schools
300 Wyoming Avenue
Scranton, PA 18503-1279
(570) 207-2251
(570) 207-2261 fax**

Dear Teacher Applicant,

Thank you for your interest in applying for a teaching position in the Catholic Schools of the Diocese of Scranton. An application, along with other important forms, can be downloaded from this site, printed for your completion, then must be submitted to the Catholic Schools' Office, 300 Wyoming Avenue, Scranton, PA 18503, for consideration.

The information required is, as follows:

1. Application for Teaching Position
2. Resume
3. Academic Records (*college & graduate levels only—original copies*)
4. State Certifications (*originals must be presented for copying by school personnel and marked "copies"*)
5. School Personnel Health Record (*This need not be completed until applicant is approved for hiring.*)
6. Criminal History Record Information—Act 34
7. Out of State applicants must submit a Federal Bureau of Investigation Fingerprint Form
8. Employment Eligibility Form I-9
9. Pennsylvania Child Abuse History Clearance—Act 151
10. Three letters of reference (*one of which must be from applicant's pastor*).

Applicant should note that, if hired, a program of religious studies for teachers in Catholic schools must be completed within six years from hiring, as well as Pennsylvania permanent certification.

Our Catholic schools have a rich tradition of faith-development and academic excellence that predates the establishment of the Diocese of Scranton in 1868 and comprises 138 years of Catholic education. Our forefathers had the foresight, courage and commitment to establish Catholic schools. Now, we must assume the

responsibility, even to a greater degree, to preserve what they had established, confident in God's help and convinced of the importance of our task.

Please know how grateful I am to you for your interest to assist the Diocese in preserving and strengthening Catholic education.

Sincerely,

Kathleen P. Hanlon
Diocesan Secretary for Catholic
Schools/Superintendent of Schools