



THE ARCHDIOCESE OF SAN FRANCISCO

DEPARTMENT OF CATHOLIC SCHOOLS
ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602
(415) 614-5666



Dear Candidate:

Thank you for your interest in employment opportunities in the schools of the Archdiocese of San Francisco. The staff of the Department of Catholic Schools looks forward to assisting you in locating a position that suits your talents, interests and experience. We anticipate working with you as you strive to make a positive contribution to our mission of providing quality Catholic education for our students.

To qualify as a candidate, you must have a baccalaureate degree and some experience working in a classroom setting. To complete your placement file, please submit all of the following items to the Department of Catholic Schools:

1. Completed Teacher Application Form.
2. Resume.
3. 2 professional reference letters (see Reference Check form; should include former employers).
1 personal character reference letter (see Character Reference Check form; no relatives).
4. Official Transcript(s) of college and university work. *If transcripts are from foreign colleges or universities they must be reviewed by the Credentials Evaluation Service.*
5. Verification of advanced College degrees (diploma ok)
6. Verification of Public, Private or Catholic School teaching/administrative experience (see form).
7. Verification of current valid Credential(s). *If you do not possess a current valid California credential, California state law requires that you undergo a criminal records check. The clearance process will begin at the time of hire.*
8. \$25.00 non-refundable processing fee payable to the "Department of Catholic Schools".
9. T.B. clearance verification. *If this is your first employment as a teacher, California law requires that you be examined for tuberculosis within 60 days before you are hired.*
10. Confirmation by the Department of Catholic Schools will be sent after the above is received.

Files are retained for two (2) years from date of application.

We are grateful for your interest in our schools and for the opportunity to begin a rewarding professional relationship with you.

Sincerely,

Mrs. Alicia Weinman
Office Manager

*Please direct any questions or concerns to the Employee Relations Manager:
Ms. Christine Escobar (415) 614-5540
escobar@sfarch.org*