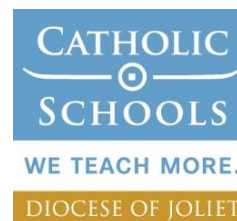


Diocese of Joliet Catholic Schools
Frontline Applicant Tracking
Application File Checklist
(Revised: 9/1/2017)



Thank you for your interest in pursuing a teaching or administrative position in the Diocese of Joliet. Your electronic *Frontline Applicant Tracking* file must contain the following documents to be considered complete. Please note that contracts, substitute teacher agreements, or memos of employment will not be issued by Principals or Administrative Search Committees until the candidate's Applicant Tracking file is complete. The following documents must be contained within your application.

_____ **A completed electronic Frontline Applicant Tracking application and the following uploads:**

_____ **A signed and dated *Acknowledgment Form.**

*Please access the following Diocese of Joliet website to access this document at:

<http://www.dioceseofjoliet.org/ct/subsectioncontent.php?secid=13&subsecid=22>

Read the following documents

-*Diocesan Pastoral Policy Regarding the Sexual Abuse of Minors* (Rev. 2013), and

-*Standards of Behavior for Those Working with Minors* (Rev. 2014),

-then print, sign date, and upload the **Acknowledgment Form** (Rev. 2014) into your Applicant Tracking application.

_____ **A copy of your *Protecting God's Children* Certificate of Attendance. To register for PGC classes in the Diocese of Joliet, access the following link:**

https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=17156&theme=0

Please note: Completion of *Protecting God's Children* training is a condition of employment for anyone who works with Minors in the Diocese of Joliet.

_____ **A current ISBE printout that indicates your Illinois state teaching licensure and renewal dates.** (This form may be accessed from the ISBE ELIS website at <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>)

_____ **A Clergy Reference** from a priest who knows you well and who can attest to your spirituality, devout practice of the Catholic faith, and your ability to serve as a "New Evangelist" within your Catholic School.

_____ **A minimum of three current Professional Letters of Recommendation** from supervisors, professors, or co-workers that attest to your work ethic, instructional capabilities, and integrity. If you do not have current letters of recommendation and would like electronic survey evaluations sent to all references, be sure to include their e-mail addresses in your application.

_____ **Transcripts** from all institutions from which you have either earned degrees (BA, MA, Ph.D., Ed.D., etc.) or completed graduate study hours.

_____ **A current resume.**

Please ascertain that your file is complete and submit this as soon as possible. Principals and/or Search Committee members will evaluate files and will directly contact candidates for interview. As per state legislation, candidates for **all** positions, including substitute-teaching, must be interviewed by a Principal or Administrative Team, then must submit to and complete a criminal background check with a fingerprinting protocol through Accurate Biometrics. Issuance of contracts is contingent upon receipt of a favorable criminal background check by the Diocese of Joliet Office of Child and Youth Protection. Best of luck in your pursuit of an instructional or administrative position in the Catholic schools of the Diocese of Joliet, where "We **TEACH** More."

Peace,

Karen R. Udell

Assistant Superintendent of Leadership & Personnel

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