



DIOCESE OF BRIDGEPORT

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OFFICE OF THE
SUPERINTENDENT
OF SCHOOLS

HUMAN RESOURCES
FOR SCHOOLS

APPLICATION TO TEACH

Thank you for your interest in teaching in the Diocese of Bridgeport Catholic Schools!

Our 35 schools are faith-filled learning communities serving over 9,000 students. Over 1,100 faculty and staff partner with student families to educate the whole student and promote lifelong success.

QUALIFICATIONS:

- Master's degree from an accredited college/university in education or related field
- Teaching experience
- State Teaching Certification

The following documents are required to consider your relationship with our Catholic schools. Please complete and sign each of the following forms and return them to our office at the address above – this **INCLUDES** the **FINGER PRINT** card. **NOTE: all forms must be received in the Office of the Superintendent of Schools (OSS) before you can be approved to begin your employment.**

APPLICATION REQUIREMENTS:

- Application
- Resume
- Official Transcripts (copy submitted with application; upon hire official transcripts mailed directly to OSS)
- Certification(s) Requirements
- 3 Letters of Recommendation (one of which must be from a pastor, priest or clergy member – Pastor Recommendation Form attached)

Safe Environment/Other

- Background Check Authorization Form
- Computer Use Policy Form
- Emergency Consent Form
- Finger Print Card
- Safe Environment Executive Summary Form
- Virtus Awareness Training (mandatory) on Abuse Prevention (register at: virtusonline.org) **NOTE: employment cannot begin until training is complete and you submit a copy of your training card.**

Payroll

- CT-W4 Form
- Direct Deposit Enrollment/Change Form (Paychex)
- Federal W-4 Form
- I-9 Form (Employment Eligibility Verification Form) – This form **must** be 'certified' by a St. Mary's School representative or the OSS
- Tax-Deferred Annuity Plan - 403(b) Form (Mutual of America)
- Unemployment Compensation Form

Should you have any questions, please contact Pat Bell in our office at 203-416-1375 or via email: pbell@diobpt.org. *We look forward to your contribution to our important work.*