

Checklist of Application Materials:

(The following documents must be submitted to the Catholic Schools Office with the signed employment agreement. Copies of these documents should also be kept at the school.)

- _____ Completed diocesan application
- _____ Background check (State Police background check from Delaware or Maryland required)
- _____ Official transcript(s)
- _____ Resume
- _____ Three letters of recommendation
- _____ Copy of License/Certificate

PowerSchool Status:

(Must be completed prior to New Teacher Orientation)

- _____ Established teacher in PowerSchool
- _____ Completed all personnel fields in PowerSchool

Principal's Signature

Date