## **DIOCESE OF WILMINGTON**

Office for Catholic Schools



1626 N. Union Street Wilmington, DE 19806 302-573-3133 • fax 302-573-6945 www.cdow.org

## Diocese of Wilmington - Catholic Schools Office New Teacher Report

This form must be completed for each teacher newly hired to your school. Completed forms should be submitted to Mary Filippone, at the Catholic Schools Office, immediately upon hire.

School:	Hired for School Year:
Name of Teacher:	
Teacher Date of Birth (mm/dd/yyyy):	Teacher SSN (last four digits):
Teacher Email Address:	
Please provide an email add	Iress where the teacher can be reached during the summer months
Employment Status:	
New hire with the Diocese of Wilr	mington
Transfer from another Catholic sc	hool within the Diocese of Wilmington
Name of school:	
New employment with previous experience in the Diocese of Wilmington	
Name of school:	
Last year of employment	in the Diocese:
Experience: A copy of the teacher's resume mus	t accompany this form.
Number of years teaching experience in a school	
Teacher's Position (Grade, Subject):	
Licensing/Certification Status:	
Current valid license/certificate w	rith State of Delaware or Maryland
Delaware	Maryland
Active out-of-state license	
State:	
Registered and applied for licensi	ng/certification in DEEDS (For DE license)

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	