



Diocese of Wilmington - Catholic Schools Office New Teacher Report

This form must be completed for each educator (administrator, teacher, counselor, librarian) newly hired to your school. The completed form and a copy of the educator's resume should be submitted to Mary Filippone, at the Catholic Schools Office, **immediately upon hire.**

School: _____ Hired for School Year: _____

Name of Teacher: _____ Last Four Digits of SSN: _____

Teacher Email Address: _____

Please provide an email address where the teacher can be reached during the summer months

Employment Status:

- _____ New hire with the Diocese of Wilmington
- _____ Transfer from another Catholic school within the Diocese of Wilmington
- _____ School: _____
- _____ New employment with previous experience in the Diocese of Wilmington
- _____ School: _____ Years Employed: _____

Position for which educator was hired:

- _____ Grade(s) _____ Subject(s)
- _____ Other _____ Specify

Experience: **Please attach a copy of the teacher's resume to this form.**

_____ Number of years teaching experience in a school (full-time employment as a teacher)

Licensing/Certification Status:

Educator currently holds the following teaching credentials:

- _____ Delaware Initial License _____ Delaware Continuing License _____ Maryland Certification
- _____ Active out-of-state license/certificate (other than MD) – Licensing/Certification State _____
- _____ Educator does not currently hold a teaching license/certificate

ALL information on this first page must be completed before sending it to Mary Filippone.

Checklist of Personnel Documents: To be submitted to the Catholic Schools Office prior to the start of employment. Copies of these documents should be maintained at the school/parish.

- _____ Employment Agreement
- _____ CSO School Personnel Handbook Acknowledgement Form
- _____ Completed Diocesan Application
- _____ OFFICIAL Transcript(s) – Sent directly to CSO from the college/university
- _____ Resume and Cover Letter
- _____ Copy of State Teaching License/Certificate (if applicable)

PowerSchool Status (if applicable):

(Must be completed prior to New Teacher Orientation)

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

Principal's Signature

Date