

Office of Catholic Schools

Diocese of Wilmington



Dear Applicant:

Thank you for your interest in ministering as a substitute teacher in the Diocese of Wilmington.

Kindly complete the application that is included with this cover letter and return to the Catholic Schools Office at your earliest convenience.

In the meantime, please request that your official transcript(s) be forwarded to this office. At least two (2) years of college is required.

To complete your application please submit:

- Two letters of recommendation (one from your most recent employer) and written documentation of all prior work experience.
- PPD/Mantoux (TB) test results – Only the Mantoux Tuberculosis Skin Test (PPD) is acceptable. Results of this test are valid for three (3) years. Proof of the test having been given within that time must be submitted. This test is available from private physicians, or you can obtain it without charge from the Delaware State Department of Health and Social Services at some of their service centers.
- Proof of a criminal background check. Forms may be obtained from the Delaware State Police, Bureau of Identification (302) 739-5901 or the Maryland State Police (410) 764-4501. Applicants are responsible for costs.

A list of substitutes is distributed to each school in the Diocese. A school will call you directly if the need for a substitute arises. Each school contacts their own substitutes. Your application and supporting papers will be kept on file in this office for two years from the date of application. Written notification to the Personnel Office will be necessary to keep a file active at the end of the two year period.

Thank you again for your interest in the Catholic Schools of the Diocese of Wilmington. I look forward to receiving your application.

Sincerely,

Mary E. Filippone

Mary E. Filippone
Personnel Coordinator