

Diocese of Erie  
**Catholic Schools Office**  
**Director of Catholic Schools and School Personnel**

P.O. Box 10397  
Erie, PA 16514-0397  
Phone: (814) 824-1247

Dear Applicant,

We appreciate your interest in teaching in the Catholic Schools of the Diocese of Erie. Prior to your data being placed on the applicant personnel list, the following items are needed for your professional file. Please use this list as a checklist before submitting your application.

Required Documents:

1. Completed "School Educator Employment Application" Form
2. Completed PA Health Form (H511.340) (dated within the last year)
3. A copy of your teaching certificate from the Pennsylvania Department of Education
4. A copy of your PA State Police Criminal History Clearance (dated within 365 days)
5. A copy of your Pennsylvania Child Abuse History Clearance (dated within 365 days)
6. Registration ID number for FBI Criminal History (fingerprinting)
7. Completed Act 168 Sexual Misconduct/Abuse Disclosure Release
8. Completed Arrest Conviction Report
9. Pastor Recommendation
10. A copy of your resume
11. Official copy of college transcripts
12. A letter discussing your philosophy of education and why you wish to teach in the Erie Diocesan Schools

Because we expect to process many applications, it will be impossible to consider incomplete applications.

After your file is complete and reviewed, you will be notified regarding the status of your application. The Catholic Schools Office requires an annual notification that you wish to have your name remain on the available teacher list. To keep our list current, we appreciate your consideration in letting us know if you are hired by another school or school district.

If you have any further questions, please feel free to call.

Dr. Samuel Signorino, Director of Catholic Schools and School Personnel  
(814) 824-1247